# Town of Southborough
# ANNUAL TOWN MEETING
## April 14, 2008

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 14, 2008 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 279 voters were present.

**Checkers:**

| | |
|---|---|
| **Brenda Gaffney** | **Lidia A. Kiley** |
| **Janet M.E. Mattioli** | **Linda C. Hubley** |
| **Lois W. Denman** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator John H. Wilson and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Jack Barron** | **11 Sadie Hutt Ln** |
| **Carol A. Willoughby** | **189 Parkerville Rd** |
| **P.Brent Trottier** | **78 Newton St** |
| **Gail A. Jenks** | **5 Latisquama Rd** |
| **Andrew S. Mills** | **2 MacNeill Dr** |
| **Roger W. Challen** | **29 Oak Hill Rd** |

**The Town Moderator, John H. Wilson, called the meeting to order at 7:20 pm.**

The Colors were presented by Veterans from the Southborough American Legion and VFW.

**A moment of silence was held in memory of those persons who have served the Town in the past:**

| | |
|---|---|
| **Philip C. Beals** | Planning Board, Board of Registrars |
| **William G. Binder, Jr.** | Water Superintendent, Call Firefighter |
| **William F. Brewin** | Town Counsel |
| **Jim Chance** | Chairman Council on Aging, Chairman Cable TV, Municipal Facilities Planning Committee, Phase II Storm water, Emergency Management Committee and Southborough Scholarship Committee. |
| **Joseph A. Durkin** | Principal, Woodward Middle School |
| **Rosemary Joseph** | Superintendent, Northborough-Southborough Schools and Algonquin Regional High School |
| **Peter Kallander** | Conservation Commission |
| **William T. Maguire** | Recreation Department |
| **Dorothy E. Mauch** | Historical Society, 55 years Girl Scout Leader |
| **Linda Moran** | 5th Grade Teacher at Neary School, SOS for schools, Volunteer of the Year 1992-93 |
| **Donald Neal** | Public Works Advisory Board |
| **Meta Pessolano** | Woodward Middle School "lunch lady" |
| **Arthur L. Sisson, Jr.** | Board of Assessors 22 years; Personnel Board |
| **Elizabeth "Betty" White** | 40 years as Library Board of Trustee's |

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

Moderator Wilson made an announcement to thank Dorothy M. Phaneuf after serving the Town of Southborough for 28 full years as Town Accountant. She began in October of 1978 and served as a full time employee for the Town until June 30, 2007.

**Town of Southborough**
**ANNUAL TOWN MEETING**
**April 14, 2008**

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

Brian Ballantine, Finance Director
Gene Carlo, Assabet Valley
Jamie Clark, Technical Support Trottier
Basilio Diaz, Facilities Manager
John Dyer, Reporter, Boston Globe News
Karen Galligan, DPW Superintendent
Charles Gobron, Superintendent of Schools
Vanessa D. Hale, Assistant Town Administrator
Russell Horne, Historical Society
Kimberly Ivers, Library Director
Peter Johnson, Building Inspector
Abby Jordan, Reporter, MetroWest Daily News
Jean Kitchen, Town Administrator
Vera L. Kolias, Town Planner
Pam LeFrancois, Senior Center Director
Cheryl Levesque, Business Director Southborough Schools
Shirley Lundberg, Member Regional School Committee
John D. Mauro, Jr., Fire Chief
Carla McAuliffe, Town Accountant
Dawn E. Michanowicz, Assistant Town Clerk
Photographer, MetroWest Daily News
Mary Jo Nawrocki, Assabet Valley
Paul C. Pisinski, Public Health Director
Beth Rosenblum, Conservation Administrator
Susan Sartori, Member Regional School Committee
Justin Smith, Boy Scout
Laurie Sugarman-Whittier, Youth & Family Services Director
Joseph L. Valianti, Candidate-State Rep, 4th Middlesex District
John Woodsmall, Town Engineer

And the following **Boy Scouts**: Justin Smith, Chris Dupuis, Al Schroeder, Jason Elmassih, Giles Ober, Sam Distefano, Scott Distefano and Mike Mchorney.

**MOTION MADE: To waive the reading of the entire Warrant.**

**MOTION PASSED UNANIMOUSLY.**

Motion made: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions*
**MOTION MADE: that the Town hear reports of the various Town Officers and Committees.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION TO ADJOURN Annual Town Meeting at 8:08pm PASSED UNANIMOUSLY.**

**Town of Southborough**
**SPECIAL TOWN MEETING**
**April 14, 2008**

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 14, 2008 at 8:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 279 voters were present.

**Checkers:**

**Brenda Gaffney**
**Janet M.E. Mattioli**
**Lois W. Denman**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following Tellers were appointed by Moderator John H. Wilson and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

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| **Jack Barron** | **11 Sadie Hutt Ln** |
| **Carol A. Willoughby** | **189 Parkerville Rd** |
| **P.Brent Trottier** | **78 Newton St** |
| **Gail A. Jenks** | **5 Latisquama Rd** |
| **Andrew S. Mills** | **2 MacNeill Dr** |
| **Roger W. Challen** | **29 Oak Hill Rd** |

**The Town Moderator, John H. Wilson, called the Special Town meeting to order at 8:09 pm.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting. Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

Moderator Wilson had requests from the following non-voters to attend the Special Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

Brian Ballantine, Finance Director
Gene Carlo, Assabet Valley
Jamie Clark, Technical Support Trottier
Basilio Diaz, Facilities Manager
John Dyer, Reporter, Boston Globe News
Karen Galligan, DPW Superintendent
Charles Gobron, Superintendent of Schools
Vanessa D. Hale, Assistant Town Administrator
Russell Horne, Historical Society
Kimberly Ivers, Library Director
Peter Johnson, Building Inspector
Abby Jordan, Reporter, MetroWest Daily News
Jean Kitchen, Town Administrator
Vera L. Kolias, Town Planner
Pam LeFrancois, Senior Center Director
Cheryl Levesque, Business Director Southborough Schools
Shirley Lundberg, Member Regional School Committee

***ARTICLE 1***: To see if the Town will vote to authorize revolving funds under Massachusetts General Laws Chapter 44 section 53E ½:

- ○ Recreation Department for 911 field maintenance and usage up to $50,000.

,or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Recreation Commission to collect fees for use of the 9-11 field and use those fees to maintain the fields and pay Division of Conservation Resources (DCR) an annual usage fee.*

**MOTION MADE: that the Town vote to authorize revolving funds under Massachusetts General Laws Ch. 44 §53E ½ as follows:**

- **○ Recreation Department for 911 field maintenance and usage up to $50,000.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 2***: To see if the Town will vote to transfer and appropriate a sum of money to add to the DPW budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and AFSCME Council 93, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** Approximately $26,838. *This article is to approve a new 3 year contract with the DPW union and fund the first year. The 3 year agreement is for 2.5% wage increase in FY 08; 3% in FY 09 and 3% in FY10. The DPW employees will pay an additional 2.5% towards health insurance in FY09 (from 20% to 22.5% of the premium) and another 2.5% in FY10 (from 22.5% to 25%) as well as an increase in the health insurance plan design co-pays.*

**MOTION MADE: that the Town vote to transfer from free cash the sum of $26,838 and transfer from the Water Reserve account the sum of $9,883.03 to add to the DPW budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and AFSCME Council 93.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to transfer and appropriate a sum of money to add to the Fire Department budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Approximately $39,002. This article is to approve a new 3 year contract with the firefighters union and fund the first year. The 3 year agreement is for 2.5% wage increase in FY08; 3% in FY09 and 3% in FY10. The union employees will pay an additional 2.5% towards health insurance in FY09 (from 20% to 22.5% of the premium) and another 2.5% in FY10 (from 22.5% to 25%) as well as an increase in the health insurance plan design co-pays.*
**MOTION MADE: that the Town vote to transfer from free cash the sum of $39,002 to add to the Fire Department budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union, Local 3129 IAFF.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 4*: To see if the Town will vote to transfer and appropriate a sum of money to be added to the clerical union department budgets for FY08 for the purpose of funding the collective bargaining agreement between the Town and
SEIU Local 888, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** $27,331. *This article is to approve a new 3 year contract with the clerical union [SEIU] and fund the first year. The 3 year agreement is for 2.5% wage increase in FY08; 3% in F 09 and 3% in FY10. The clerical union employees will pay an additional 2.5% towards health insurance in FY09 (from 20% to 22.5% of the premium) and another 2.5% towards health insurance in FY10 (from 22.5% to 25%) as well as an increase in the health insurance plan design co-pays.*
**MOTION MADE: that the Town vote to transfer from free cash the sum of $27,331 to be added to the clerical union department budgets for FY08 for the purpose of funding the collective bargaining agreement between the Town and SEIU, Local 888.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 5*: To see if the Town will vote to borrow and appropriate, or transfer from available funds and appropriate, the sum of $85,000 to be used for the purchase and installation of a replacement generator for the Police Department, or do or act anything in relation thereto (Proposed by the Police Department, Fire Department and Facilities Department).

**Sponsored by: POLICE DEPARTMENT, FIRE DEPARTMENT & FACILITIES DEPARTMENT**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The new generator will replace the existing generator which failed and left the emergency dispatch center without back-up power. The Town 911, Fire dispatch and Police Dispatch are all dependent on the generator for back-up. The old generator was a used military unit, over 30 years old, and was housed inside the building creating a health hazard. The new generator will be a 60KW mobile SKID mounted unit and will be housed outside the building. The generator will have a diesel powered engine with a self contained fuel tank.*
**MOTION MADE: that the Town vote to transfer from free cash, the sum of $85,000 to be used for the purchase and installation of a replacement generator for the Police Department.**

**MOTION CARRIES BY MAJORITY VOTE.**

*ARTICLE 6*: To see if the Town will vote to transfer and appropriate a sum of money to add to the Police Department budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and Local 167 Massachusetts Coalition of Police (Patrol Officers and Sergeants), or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To fund a 3 year contract (FY 08-FY10) providing that the contract is settled by Town Meeting.*
**MOTION MADE: that the town vote to transfer from free cash the sum of $29,996 to add to the Police Department budget for FY08 for the purpose of funding the collective bargaining agreement between the Town and Local 167 Massachusetts Coalition of Police (Patrol Officers and Sergeants).**

**MOTION PASSED UNANIMOUSLY.**

At 8:22pm it was unanimously voted to dissolve the SPECIAL TOWN MEETING.

**Motion made to resume ANNUAL TOWN MEETING.**
**MOTION VOTED UNANIMOUSLY at 8:23pm to resume Annual Town Meeting.**

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*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*
**MOTION MADE: that the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2008 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*
**MOTION MADE: that the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2008 in accordance with the provisions of Massachusetts General Laws, Ch. 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Ch. 44, §17 as amended.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 4*: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.
**Proposed by: CAPITAL BUDGET PLANNING COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The Capital Budget Planning Committee will present its Capital Plan.*
**MOTION MADE: that the Town vote to hear the Report of the Capital Budget Planning Committee.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 5*: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week), (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E and F of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, except authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment for less than Full-Time Employment.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Step Rate" means a rate in a Range of compensation grade.

SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate change therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E and F of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

SECTION 7. ADJUSTMENT POLICIES

a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such one-step increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a trial period before the promotional one step rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period (which shall not exceed three months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL

a. Physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made there from only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation for the first year of employment with the Town. The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work-connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the employee's Anniversary Date (new employees shall be granted three personal days when they commence employment). Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus, according to the following schedule:

| | |
|---|---|
| Associates Degree... | $ 800.00 |
| Bachelors Degree... | $1,200.00 |
| Masters Degree... | $1,500.00 |

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition Reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. **Group Medical Insurance**

**Starting July 1, 2008, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-seven and one-half percent [77.5%] of the cost of a Health Maintenance Organization plan.**

**Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.**

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before November 30th of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

SECTION 20: CLASSIFICATION SCHEDULE

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 30,000 | 31,200 | 32,448 | 33,746 | 35,096 | 36,500 | 37,960 | 39,478 | * |
| II | 35,000 | 36,400 | 37,856 | 39,370 | 40,945 | 42,583 | 44,286 | 46,058 | * |
| III | 40,000 | 41,600 | 43,264 | 44,995 | 46,794 | 48,666 | 50,613 | 52,637 | * |
| IV | 45,000 | 46,800 | 48,672 | 50,619 | 52,644 | 54,749 | 56,939 | 59,217 | * |
| V | 55,000 | 57,200 | 59,488 | 61,868 | 64,342 | 66,916 | 69,593 | 72,376 | * |
| VI | 60,000 | 62,400 | 64,896 | 67,492 | 70,192 | 72,999 | 75,919 | 78,956 | * |
| VII | 75,000 | 78,000 | 81,120 | 84,365 | 87,739 | 91,249 | 94,899 | 98,695 | * |

* Step 9 of the Classification Schedule will be addressed per Section 16(e) of this plan.

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Maintenance Mechanic | II |
| Outreach Coordinator | II |
| **Program Coordinator, ~~Recreation Commission~~** | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Staff Engineer | III |
| Director, Council on Aging | IV |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Facilities Manager | V |
| Library Director | V |
| Police Lieutenant | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Planner | V |
| Town Engineer | V |
| Treasurer-Collector | V |
| Director, Youth & Family Services | V |
| Finance Director | VI |
| Superintendent of Public Works | VII |

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Library Page (P.T.) | 1 |
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Part-Time Police Dispatcher | 8 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Reserve Police Officer | 9 |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Nurse | 13 |
| Electrician | 13 |

Hourly Rates for Part-Time Positions

| Grade | Minimum | Maximum |
|---|---|---|
| 1 | ~~$5.15~~ **$5.85** | $7.70 |
| 2 | $8.34 | $12.35 |
| 3 | $8.84 | $12.98 |
| 4 | $9.26 | $13.78 |
| 5 | $9.71 | $14.49 |
| 6 | $10.25 | $15.22 |
| 7 | $10.73 | $15.95 |
| 8 | $11.26 | $16.77 |
| 9 | $11.82 | $17.62 |
| 10 | $12.54 | $18.66 |
| 11 | $13.87 | $20.70 |
| 12 | $21.00 | $28.00 |
| 13 | $29.00 | $41.00 |

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | ~~**$2,500**~~ **$4,000** |
| Veterans' Agent and Director of Veterans' Services | $9,836.68 |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Junior Playground Counselor | 1 |
| Senior Playground Counselor | 2 |
| Assistant Instructor | 2 |
| Assistant Supervisor | 3 |
| Monitors | 3 |
| Lifeguards | 4 |
| Instructors I | 5 |
| School Monitors | 6 |
| Activity Coordinator | 6 |
| Program Driver | 6 |
| Coordinator/Supervisor | 11 |
| Program Assistant/Coordinator | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

LONGEVITY SCHEDULE: Full-Time Employees – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | $1,500 |

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This version of the Salary Administration Plan [Personnel by-law] replaces the existing by-law. The Personnel Board has made minor adjustments to the document this past year where necessary. Changes are noted in* ***bold.***
**MOTION MADE: that the Town vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled PERSONEL, and insert in its place the SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH as printed in the warrant.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE: That Article 31 and Article 53 be considered after Article 5 one at a time.**
REQUIRES MAJORITY VOTE

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 31***: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to be used for a Planning and Feasibility Study, conducted by qualified engineering consultants, to determine the schematic design, detailed cost estimates and conduct preliminary negotiations with utility companies, for the purpose of Undergrounding of all utility lines, starting from the eastern end at 5 East Main St (at the Newton Street intersection), and thence extending westward along East Main St, across the railroad tracks, and thence continuing westward along Main Street to #66 Main Street, but only so far along the frontage of #66 Main St as to include the proposed new entrance to Fay School, so that this work may be done in coordination with the proposed state-funded "Main Street Reconstruction Project", and report back to Annual Town Meeting in April 2009, provided that this approval shall be contingent upon a favorable vote at the annual town election to override this appropriation from the limitations of Proposition 2 ½, or do or act anything in relation thereto.

**Sponsored by: PLANNING BOARD AND HISTORICAL COMMISSION**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Not Support**
**Summary:** *Approximately $55,000. This funding will allow the Town to explore the feasibility and costs of placing all the utilities underground along a section of Main Street in Southborough Center. This town-funded project would be coordinated with a much larger, State-funded project, called the "Main Street Reconstruction Project", which is targeted to begin in 2012, and will involve the complete reconstruction of Main Street between Sears Rd and Park St. The Feasibility Study, which would be available in 2009, will not bind the Town to any further design or construction. Additional Town Meeting approval would be required to approve and fund any underground utility construction costs. The total cost of construction is not yet known, but could be over two million dollars ($2,000,000).*

**MOTION TO POSTPONE INDEFINITELY PASSED UNANIMOUSLY.**

***ARTICLE 53***: To see if the Town will vote to place a certain question upon the official ballot of the Annual Town Election as follows:

Shall the Town of Southborough continue to be a member of the Worcester Regional Transit Authority?

YES
NO

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support the Town NOT continuing to be a member of the WRTA**
**Advisory Committee Recommendation: At Town Meeting**
**Summary**: *This ballot question is required for the Town to remove itself from the Worcester Regional Transit Authority. The Selectmen would like to join a new district, Metrowest RTA, which has recently been formed and includes the communities of Marlborough, Framingham, Ashland, Holliston, Natick, Wayland, Weston and Wellesley. Our local transit (The Lift and the Local Connection) would be provided by this new authority rather than by Worcester Transit.*

**MOTION MADE: that the Town vote to place a certain question upon the official ballot of the Annual Town Election on May 12, 2008 as follows:**
**Shall the Town of Southborough continue to be a member of the Worcester Regional Transit Authority?**

**YES**
**NO**

**MOTION PASSED UNANIMOUSLY.**

**AT ANNUAL TOWN ELECTION May 12, 2008 the vote was:**
**YES: 89**
**NO: 592**
**A "YES" vote would have Southborough remain in Worcester Regional. A "NO" vote allows Southborough to join another district.**

***ARTICLE 6***: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *Budget-See budget report which includes Advisory Committee and Board of Selectmen's recommendations for FY 09.*

**MOTION MADE: that the Town vote to raise a sum of money not to exceed the sum of $41,694,985.51 as may be necessary for the Town's use, and make appropriations of the same.**

| | |
|---|---|
| **Transfer from the Cemetery Perpetual care** | **$15,000** |
| **Transfer from Free Cash** | **$1,313,541** |
| **Transfer from Overlay Reserve** | **$125,000** |
| **Transfer from Ambulance Fund, Receipts Reserved (Fund 23)** | **$200,000** |
| **Transfer from Septic Betterment Fund** | **$50,595** |
| **Transfer from Premium Reserve** | **$373** |
| **Transfer from various articles:** | **$29,162.51** |

| | |
|---|---|
| **$5,000.00** | **ATM 2007 Article 16** |
| **$5,500.00** | **ATM 2006 Article 32** |
| **$2,245.42** | **ATM 2006 Article 38** |
| **$11,300.95** | **ATM 2001 Article 26** |
| **$116.14** | **ATM 2001 Article 23** |
| **$5,000.00** | **STM 1999 Article 10** |

**That the Balance of $39,961,314 be raised and appropriated.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE TO DIVIDE THE QUESTION.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** **To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the affect of voting each separately.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** **To pass all budgets that do not have a hold on them.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE: To divide the question for the purpose of separating the approval of the funding from the source of the funding.**

**MOTION CARRIES BY MAJORITY VOTE.**

**MOTION MADE: To raise and appropriate the $2,815,037 for School Debt to fund the school debt as follows:**

a. **$1,567,659 raised by taxation;**
b. **$1,247,378 transferred from the Stabilization fund.**

REQUIRES 2/3 VOTE

**MOTION DEFEATED: YES: 116 NO: 61**

***SEE BUDGETS ON THE FOLLOWING PAGES (16 through 28)***

# *100-199 GENERAL GOVERNMENT*

## *110-119 Legislative*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | 50 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 25 | 25 | 25 | |
| MODERATOR TOTAL | 50 | 50 | 75 | 75 | **75** | **0%** |

## *121-129 Executive*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 | |
| ELECTED BOARD OF SELECTMEN | 3,000 | 3,000 | 3,000 | 3,000 | **3,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 191,938 | 197,914 | 205,908 | 215,458 | 216,692 | |
| 52000-53990 Purchase of Services | 13,613 | 6,377 | 6,150 | 6,600 | 6,600 | |
| 54000-55990 Supplies | 1,424 | 2,287 | 1,465 | 1,465 | 1,465 | |
| 57000-57990 Other charges and Expenses | 6,207 | 8,393 | 8,363 | 8,448 | 8,448 | |
| BOARD OF SELECTMEN | 213,182 | 214,971 | 221,886 | 231,971 | **233,205** | **4.73%** |

## *131-149 Financial Administration*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | | |
| 57000-57990 Other charges and Expenses | 0 | 165 | 180 | 180 | 180 | |
| ADVISORY COMMITTEE TOTAL | 0 | 165 | 180 | 180 | **180** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | | |
| 57000-57990 Other charges and Expenses | 378,111 | 150,638 | 200,000 | 314,283 | 314,283 | |
| RESERVE FUND TOTAL | 378,111 | 150,638 | 200,000 | 314,283 | 314,283 | 57.14% |
| **MOTION: Made to reduce the Reserve Fund Budget by $114,283 to a final budget of $200,000.**<br>**MOTION PASSED UNANIMOUSLY.** | | | | **FINAL BUDGET** | **200,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | | |
| 51000-51990 Personal Services | 144,912 | 120,077 | 108,252 | 99,426 | 101,774 | |
| 52000-53990 Purchase of Services | 8,738 | 23,585 | 23,285 | 11,850 | 11,850 | |
| 54000-55990 Supplies | 800 | 567 | 800 | 600 | 600 | |
| 57000-57990 Other charges and Expenses | 75 | 77 | 275 | 425 | 425 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| TOWN ACCOUNTANT | 154,525 | 144,306 | 132,612 | 112,301 | **114,649** | **-14.2%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **136 AUDIT** | | | | | | |
| 52000-53990 Purchase of Services | 19,500 | 20,000 | 21,000 | 21,000 | 21,000 | |
| TOWN ACCOUNTANT | 19,500 | 20,000 | 21,000 | 21,000 | **21,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS | 2,250 | 2,250 | 2,250 | 2,250 | **2,250** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 130,679 | 134,761 | 137,331 | 140,565 | 145,257 | |
| 52000-53990 Purchase of Services | 39,078 | 21,176 | 17,200 | 20,000 | 20,000 | |
| 54000-55990 Supplies | 4,655 | 4,928 | 5,600 | 5,600 | 5,600 | |
| 57000-57990 Other charges and Expenses | 4,251 | 5,484 | 6,900 | 4,100 | 4,100 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| ASSESSORS TOTAL | 178,663 | 166,349 | 167,031 | 170,265 | **174,957** | **3.67%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | | |
| 51000-51990 Personal Services | 180,712 | 180,106 | 194,774 | 189,707 | 196,726 | |
| 52000-53990 Purchase of Services | 10,868 | 12,529 | 7,425 | 6,275 | 6,275 | |
| 54000-55990 Supplies | 2,259 | 2,388 | 2,590 | 2,645 | 2,645 | |
| 57000-57990 Other charges and Expenses | 2,881 | 3,110 | 3,105 | 2,120 | 2,120 | |
| 58000-58990 Capital Outlay | 0 | 95 | 0 | 0 | 0 | |
| ASSESSORS TOTAL | 196,720 | 198,228 | 207,894 | 200,747 | **207,766** | **-1.48%** |

# *151-159 Operations Support*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **151 LEGAL** | | | | | | |
| 52000-53990 Purchase of Services | 102,945 | 94,981 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 102,945 | 94,981 | 95,000 | 95,000 | **95,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **152 PERSONEL BOARD** | | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 7,700 | 5,200 | 5,200 | |
| 52000-53990 Purchase of Services | 2,670 | 2,838 | 8,050 | 4,550 | 4,550 | |
| 54000-55990 Supplies | 70 | 262 | 50 | 50 | 50 | |
| 57000-57990 Other charges and Expenses | 120 | 265 | 120 | 120 | 120 | |
| PERSONEL BOARD TOTAL | 2,860 | 3,365 | 15,920 | 9,920 | **9,920** | **-37.69%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | | |
| 52000-52990 Purchase of Services | 58,925 | 54,698 | 55,000 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 58,925 | 54,698 | 55,000 | 55,000 | **55,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | | |
| 20 GEOGRAPHIC INFORMATION SYSTEMS | | | | | | |
| 52000-53990 Purchase of Services | 37,868 | 38,593 | 32,700 | 27,600 | 27,600 | |
| 54000-55990 Supplies | 0 | 1,958 | 4,000 | 4,000 | 4,000 | |
| 58000-58990 Capital Outlay | 0 | 2,399 | 0 | 0 | 0 | |
| Geographic Information Systems Total | 37,868 | 42.950 | 36,700 | 31,600 | 31,600 | |
| 21 OTHER INFORMATION SYSTEMS | | | | | | |
| 52000-53990 Purchase of Services | 102,012 | 100,250 | 121,761 | 125,417 | 125,417 | |
| 54000-55990 Supplies | 3,112 | 4,766 | 4,200 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 23,924 | 18,777 | 23,108 | 37,930 | 37,930 | |
| Other Information Systems Total | 129,048 | 123,793 | 149,068 | 168,047 | 168,047 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 166,916 | 166,743 | 185,768 | 199,647 | **199,647** | **7.47%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **159 OTHER OPERATION SUPPORT** | | | | | | |
| 51000-51990 Personal Services | 35,302 | 37,128 | 37,882 | 38,214 | 40,914 | |
| 52000-53990 Purchase of Services | 71,576 | 74,819 | 82,573 | 86,005 | 86,005 | |
| 54000-55990 Supplies | 5,501 | 4,859 | 6,163 | 6,163 | 6,163 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| OTHER OPERATION SUPPORT TOTAL | 112,379 | 116,806 | 126,618 | 130,382 | **133,082** | **4.31%** |

# 160-169 Licensing and Registration

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 30,000 | 30,000 | 35,000 | 37,000 | 37,000 | |
| ELECTED TOWN CLERK TOTAL | 30,000 | 30,000 | 35,000 | 37,000 | **37,000** | **5.71%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 44,735 | 45,446 | 45,463 | 45,635 | 48,657 | |
| 52000-53990 Purchase of Services | 1,436 | 1,861 | 2,060 | 2,060 | 2,060 | |
| 54000-55990 Supplies | 574 | 763 | 850 | 850 | 850 | |
| 57000-57990 Other Charges and Expenses | 131 | 382 | 380 | 400 | 400 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| TOWN CLERK TOTAL | 46,876 | 48,452 | 48,753 | 48,945 | **51,967** | **4.13%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **162 ELECTIONS AND REGISTRATION** | | | | | | |
| 51000-51990 Personal Services | 45,131 | 54,186 | 46,945 | 56,723 | 59,191 | |
| 52000-53990 Purchase of Services | 15,120 | 13,896 | 16,315 | 18,270 | 18,270 | |
| 54000-55990 Supplies | 1,206 | 1,709 | 1,456 | 1,960 | 1,960 | |
| 57000-57990 Other Charges and Expenses | 295 | 339 | 475 | 500 | 500 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| ELECTIONS & REGISTRATION TOTAL | 61,752 | 70,130 | 65,191 | 77,453 | **79,921** | **20.38%** |

# 171-179 Land Use

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 28,119 | 34,872 | 34,657 | 26,484 | 28,454 | |
| 52000-53990 Purchase of Services | 2,241 | 822 | 8,300 | 6,300 | 6,300 | |
| 54000-55990 Supplies | 123 | 309 | 575 | 575 | 575 | |
| 57000-57990 Other Charges and Expenses | 800 | 813 | 1,300 | 1,300 | 1,300 | |
| 58000-58990 Capital Outlay | 148 | 0 | 0 | 0 | 0 | |
| CONSERVATION COMMISSION TOTAL | 31,431 | 36,816 | 44,832 | 34,659 | **36,629** | **-19.86%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union Increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | | |
| 51000-51990 Personal Services | 100,337 | 116,544 | 120,658 | 124,098 | 127,328 | |
| 52000-53990 Purchase of Services | 3,610 | 4,862 | 3,735 | 3,970 | 3,970 | |
| 54000-55990 Supplies | 1,475 | 1,684 | 2,575 | 2,075 | 2,075 | |
| 57000-57990 Other Charges and Expenses | 5,663 | 5,766 | 5,859 | 7,109 | 7,109 | |
| PLANNING BOARD TOTAL | 111,084 | 128,856 | 132,827 | 137,252 | **140,482** | **4.89%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union Increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | | |
| 51000-51990 Personal Services | 6,906 | 8,468 | 9,219 | 9,224 | 9,711 | |
| 52000-53990 Purchase of Services | 6,033 | 3,519 | 3,700 | 5,500 | 5,500 | |
| 54000-55990 Supplies | 60 | 119 | 180 | 180 | 180 | |
| ZONING BOARD TOTAL | 12,999 | 12,106 | 13,099 | 14,904 | **15,391** | **15.63%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | | |
| 52000-53990 Purchase of Services | 0 | 210 | 350 | 200 | 200 | |
| 54000-55990 Supplies | 179 | 339 | 150 | 150 | 150 | |
| OPEN SPACE TOTAL | 179 | 549 | 500 | 350 | **350** | **-30.00%** |

## *191-199 Other*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS & PROPERTIES MAINTENANCE** | | | | | | |
| 51000-51990 Personal Services | 225,811 | 282,070 | 319,627 | 332,255 | 336,181 | |
| 52000-53990 Purchase of Services | 197,064 | 294,597 | 210,970 | 236,550 | 236,550 | |
| 54000-55990 Supplies | 110,392 | 31,717 | 41,000 | 45,500 | 45,500 | |
| 57000-57990 Other Charges and Expenses | 1,288 | 1,333 | 1,850 | 2,350 | 2,350 | |
| 58000-58990 Capital Outlay | 12,724 | 44,000 | 0 | 0 | 0 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 547,279 | 653,717 | 573,447 | 616,655 | **620,581** | **8.02%** |

## *200-299 Public Safety*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,271,668 | 1,333,733 | 1,397,970 | 1,414,264 | 1,425,845 | |
| 52000-53990 Purchase of Services | 48,006 | 58,529 | 56,350 | 59,755 | 59,755 | |
| 54000-55990 Supplies | 16,075 | 21,498 | 19,650 | 23,320 | 23,320 | |
| 57000-57990 Other Charges and Expenses | 1,692 | 2,803 | 3,150 | 3,998 | 3,998 | |
| 58000-58990 Capital Outlay | 4,123 | 4,139 | 4,000 | 2,000 | 2,000 | |
| POLICE DEPARTMENT TOTAL | 1,341,564 | 1,420,702 | 1,481,120 | 1,503,337 | 1,514,918 | **1.87%** |

**MOTION MADE: to increase the Police line item 51000-51990 Personal Services to a new Police Department total of ........................................................................ 1,574,630.**

**VOTED UNANIMOUSLY.**

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,413,214 | 1,441,786 | 1,452,805 | 1,480,073 | 1,568,773 | |
| 52000-53990 Purchase of Services | 103,636 | 97,358 | 109.921 | 105,291 | 105,291 | |
| 54000-55990 Supplies | 32,327 | 38639 | 44,380 | 47,930 | 47,930 | |
| 57000-57990 Other Charges and Expenses | 2,903 | 3,130 | 3,395 | 3,395 | 3,395 | |
| 58000-58990 Capital Outlay | 4,632 | 700 | 2,000 | 2,000 | 2,000 | |
| FIRE DEPARTMENT TOTAL | 1,556,712 | 1,581,613 | 1,612,501 | 1,638,689 | **1,727,389** | **4.55%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 87,889 | 90,143 | 94,024 | 97,283 | 98,577 | |
| 52000-53990 Purchase of Services | 929 | 1,495 | 975 | 975 | 975 | |
| 54000-55990 Supplies | 306 | 551 | 480 | 480 | 480 | |
| 57000-57990 Other Charges and Expenses | 1,673 | 2,066 | 1,880 | 2,685 | 2,685 | |
| 58000-58990 Capital Outlay | 188 | 0 | 0 | 0 | 0 | |
| BUILDING DEPARTMENT TOTAL | 90,985 | 94,255 | 97,359 | 101,423 | **102,717** | **4.93%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | | |
| 51000-51990 Personal Services | 926 | 926 | 926 | 2,426 | 2,426 | |
| 52000-53990 Purchase of Services | 800 | 250 | 600 | 700 | 700 | |
| 54000-55990 Supplies | 0 | 0 | 775 | 545 | 545 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 0 | 100 | 100 | |
| 58000-58990 Capital Outlay | 0 | 395 | 0 | 0 | 0 | |
| CIVIL DEFENSE TOTAL | 1,726 | 1,571 | 2,301 | 3,771 | **3,771** | **63.89%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 24,695 | 25,620 | 26,920 | 27,981 | 27,981 | |
| 54000-55990 Supplies | 0 | 0 | 100 | 100 | 100 | |
| ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR TOTAL | 24,695 | 25,620 | 27,020 | 28,081 | **28,081** | **3.93%** |

## *400-499 Public Works & Facilities*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union Increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **420, 430, 490 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | | |
| 51000-51990 Personal Services | 699,106 | 763,556 | 825,084 | 824,078 | 862,959 | |
| 52000-53990 Purchase of Services | 541,185 | 550,971 | 691,900 | 685,086 | 685,086 | |
| 54000-55990 Supplies | 269,366 | 269.146 | 284,100 | 320,075 | 320,075 | |
| 56000-56990 Intergovernmental | 2,550 | 2,550 | 2,500 | 2,550 | 2550 | |
| 57000-57990 Other Charges and Expenses | 0 | 12,321 | 4,500 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 9,958 | 8,836 | 6,000 | 6,000 | 6,000 | |
| ALL OTHER DEPT. OF PUBLIC WORKS TOTAL | 1,522,165 | 1,607,380 | 1,814,084 | 1,842,489 | **1,881,370** | **2.14%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union Increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS-water** | | | | | | |
| 51000-51990 Personal Services | 271,561 | 281,350 | 361,575 | 335,690 | 351,435 | |
| 52000-53990 Purchase of Services | 171,016 | 171,173 | 160,550 | 189,050 | 189,050 | |
| 54000-55990 Supplies | 41,391 | 60,288 | 61,411 | 60,545 | 60,545 | |
| 56000-56990 Intergovernmental | 565,480 | 692,821 | 830,000 | 725,000 | 725,000 | |
| 57000-57990 Other Charges and Expenses | 300 | 1,050 | 500 | 950 | 950 | |
| 58000-58990 Capital Outlay | 2,525 | 3,194 | 5,000 | 5,000 | 5,000 | |
| DEPT. OF PUBLIC WORKS-WATER TOTAL | 1,052,273 | 1,209,876 | 1,419,036 | 1,316,235 | **1,331,980** | **-6.2%** |

## *500-599 Human Services*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH | 450 | 450 | 450 | 450 | **450** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 110,962 | 118,391 | 120,783 | 86,406 | 88,626 | |
| 52000-53990 Purchase of Services | 5,251 | 5,825 | 2,400 | 46,284 | 46,284 | |
| 54000-55990 Supplies | 986 | 1,808 | 1,200 | 2,000 | 2,000 | |
| 57000-57990 Other Charges & Expenses | 1,975 | 1,864 | 2,580 | 1,680 | 1,680 | |
| 58000-58990 Capital Outlay | 623 | 0 | 2,000 | 0 | 0 | |
| BOARD OF HEALTH TOTAL | 119,797 | 127,888 | 128,963 | 136,370 | **138,590** | **6.75%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | | |
| 51000-51990 Personal Services | 126,393 | 142,321 | 155,812 | 160,020 | 160,020 | |
| 52000-53990 Purchase of Services | 15,055 | 19,467 | 26,020 | 27,470 | 27,470 | |
| 54000-55990 Supplies | 4,999 | 4,644 | 4,900 | 5,290 | 5,290 | |
| 57000-57990 Other Charges & Expenses | 564 | 1,434 | 1,640 | 1,640 | 1,640 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 2,400 | 2,400 | |
| COUNCIL ON AGING TOTAL | 147,011 | 167,866 | 188,372 | 196,820 | **196,820** | **4.48%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 113,782 | 116,966 | 117,379 | 125,100 | 125,100 | |
| 52000-53990 Purchase of Services | 3,596 | 3,934 | 4,513 | 4,890 | 4,890 | |
| 54000-55990 Supplies | 796 | 707 | 350 | 369 | 369 | |
| 57000-57990 Other Charges and Expenses | 2,001 | 1,739 | 2,455 | 2,455 | 2,455 | |
| **YOUTH COMMISSION TOTAL** | 120,175 | 123,346 | 124,697 | 132,814 | **132,814** | **6.51%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **543 VETERANS SERVICES** | | | | | | |
| 51000-51990 Personal Services | 9,837 | 9,837 | 9,837 | 9,837 | 9,837 | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | 0 | |
| 54000-55990 Supplies | 115 | 50 | 175 | 175 | 175 | |
| 57000-57990 Other Charges and Expenses | 24,442 | 17,370 | 22,895 | 22,750 | 22,750 | |
| VETERANS SERVICES TOTAL | 34,394 | 27,257 | 32,907 | 32,762 | **32,762** | **-0.04%** |

## *600-699 Culture & Recreation*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | | |
| 51000-51990 Personal Services | 231,255 | 237,750 | 253,472 | 258,605 | 264,834 | |
| 52000-53990 Purchase of Services | 31,527 | 24,416 | 34,055 | 31,252 | 31,252 | |
| 54000-55990 Supplies | 55,290 | 62,326 | 72,000 | 78,000 | 78,000 | |
| 57000-57990 Other Charges and Expenses | 17,166 | 14,556 | 14,996 | 16,831 | 16,831 | |
| 58000-58990 Capital Outlay | 4,648 | 1,235 | 1,000 | 1,000 | 1,000 | |
| LIBRARY TOTAL | 339,886 | 340,283 | 375,523 | 385,688 | **391,917** | **3.5%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST w/o union increase | FY2009 REQUEST with union increase | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 114,447 | 80,314 | 106,496 | 108,120 | 109,287 | |
| 52000-53990 Purchase of Services | 3,575 | 12,828 | 4,310 | 4,310 | 4,310 | |
| 54000-55990 Supplies | 720 | 2,249 | 784 | 784 | 784 | |
| 57000-57990 Other Charges and Expenses | 3,078 | 662 | 2,810 | 2,810 | 2,810 | |
| 58000-58990 Capital Outlay | 0 | 8,098 | 0 | 0 | 0 | |
| LIBRARY TOTAL | 121,821 | 104,151 | 114,400 | 116,024 | **117,191** | **1.7%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 2,000 | 2,434 | 2,362 | 2,310 | 2,310 | |
| 54000-55990 Supplies | 0 | 0 | 190 | 190 | 190 | |
| HISTORICAL COMMISSION TOTAL | 2,000 | 2,434 | 2,552 | 2,500 | **2,500** | **-2.04%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 400 | 375 | 375 | |
| 54000-55990 Supplies | 1,555 | 1,807 | 1,855 | 1,825 | 1,825 | |
| MEMORIAL DAY TOTAL | 1,555 | 1,807 | 2,255 | 2,200 | **2,200** | **-2.44%** |

## *700-799 Debt Service*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-GENERAL FUND** | | | | | | |
| 59000-59490 Debt Service | | | | | | |
| 59100 Principal Long Term Debt | 2,430,596 | 2,420,594 | 3,290,599 | 3,283,880 | 3,283,880 | |
| 59350 Principal Short Term Debt | 0 | 0 | 0 | 0 | 0 | |
| 59000-59490 Total Debt Service-General Fund | 2,430,596 | 2,420,594 | 3,290,599 | 3,283,880 | **3,283,880** | **-.21%** |

**MOTION MADE: to reduce the RETIREMENT OF DEBT-GENERAL FUND to 1,247,378.**
**MOTION FAILED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-GENERAL FUND** | | | | | | |
| 59000-59490 Debt Service | | | | | | |
| 59100 Interest Long Term Debt | 1,579,856 | 1,459,546 | 1,440,715 | 1,335,342 | 1,335,342 | |
| 59250 Interest on Notes | 20,204 | 172,100 | 16,605 | 0 | 0 | |
| 59000-59495 Total Debt Service-General Fund | 1,600,060 | 1,631,646 | 1,457,320 | 1,335,342 | **1,335,342** | **-8.4%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-WATER FUND** | | | | | | |
| 59000-59490 Debt Service | | | | | | |
| 59100 Principal Long Term Debt | 50,000 | 50,000 | 50,000 | 50,000, | 50,000 | |
| 59000-59495 Total Debt Service-Water Fund | 50,000 | 50,000 | 50,000 | 50,000, | **50,000** | **0%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-WATER FUND** | | | | | | |
| 59000-59490 Debt Service | | | | | | |
| 59150 Interest Long Term Debt | 11,625 | 10,500 | 9,375 | 8,125 | 8,125 | |
| 59000-59495 Total Debt Service-Water Fund | 11,625 | 10,500 | 9,375 | 8,125 | **8,125** | **-13.33%** |

## *900-999 Unclassified*

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | | |
| 51000-51990 Total Personal Services | | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 91,881 | 133,453 | 126,975 | 132,354 | 132,354 | |
| 51710 Unemployment Payments | 10,033 | 13,441 | 25,000 | 25,000 | 25,000 | |
| 51720 Health Insurance | 2,565,816 | 2,962,868 | 3,292,317 | 3,499,587 | 3,499,587 | |
| 51730 Retirement Fund | 628,342 | 679,271 | 710,611 | 834,435 | 834,435 | |
| 51740 Life Insurance | 5,401 | 5,839 | 5,946 | 5,625 | 5,625 | |
| 51750 Social Security | 0 | 0 | 0 | 0 | 0 | |
| 51770 Medicare | 184,480 | 223,540 | 206,325 | 239,438 | 239,438 | |
| 51780 Dental Insurance | 111,748 | 116,429 | 126,124 | 136,219 | 136,219 | |
| EMPLOYEE BENEFITS TOTAL | 3,597,702 | 4,134,841 | 4,493,298 | 4,872,658 | **4,872,658** | **8.44%** |

| BUDGET NAME | FY 2006 ACTUAL | FY 2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | | |
| 52000-53990 Purchase of Services | 5,450 | 0 | 0 | 0 | 0 | |
| 57100-57990 Other Charges & Expenses | 174,162 | 193,952 | 214,012 | 214,900 | 214,900 | |
| LIABILITY INSURANCE TOTAL | 179,612 | 193,952 | 214,012 | 214,900 | **214,900** | **0.41%** |

# *300-399 Education*

| BUDGET NAME | FY2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | **500** | **0.0%** |

## *SOUTHBOROUGH SCHOOLS*

| REGULAR DAY PROGRAMS | FY2007 | FY2008 | FY2009 | Percent |
|---|---|---|---|---|
| **ADMINISTRATION** | ACTUAL | BUDGET | REQUEST | Inc./Decr. |
| School Committee | 12,012 | 13,300 | 13,300 | |
| Superintendent's Office | 162,658 | 177,735 | 176,588 | |
| Administrative Support | 192,810 | 209.463 | 238,291 | |
| **INSTRUCTION** | | | | |
| Supervision | 38,667 | 39,200 | 40,200 | |
| Principals | 782,191 | 789,659 | 808,680 | |
| Teaching | 6,197,520 | 6,404,019 | 6,677,705 | |
| Professional Development | 84,344 | 89,280 | 97,400 | |
| Textbooks & Materials | 222,002 | 238,927 | 231,029 | |
| Instructional Hardware & Software | 35,739 | 42,089 | 56,370 | |
| Library Services | 221,745 | 229,445 | 234,034 | |
| Instructional Equipment | 38,968 | 40,369 | 44,842 | |
| Guidance Services | 183,317 | 192,713 | 202,014 | |
| **OTHER STUDENT SERVICES** | | | | |
| Personnel Services | 500 | 500 | 500 | |
| Health Services | 244,823 | 257,558 | 266,369 | |
| Transportation | 297,110 | 314,608 | 380,110 | |
| Athletics | 21,784 | 21,185 | 32,100 | |
| Student Body Activities | 18,070 | 18,155 | 26,680 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| Operation of Buildings | 1,138,024 | 1,221,978 | 1,296,234 | |
| Maintenance of Buildings | 328,580 | 291,155 | 338,959 | |
| Extraordinary Maintenance | 50,686 | 20,000 | 0 | |
| Networking & Telecommunications | 27,631 | 28,920 | 28,273 | |
| **FIXED CHARGES** | | | | |
| Rentals & Leases | 89,828 | 49,385 | 10,150 | |
| REGULAR DAY PROGRAMS | 10,389,010 | 10,689,643 | 11,199,828 | |
| *SPECIAL EDUCATION PROGRAMS- CHAPTER 766* | | | | |
| **INSTRUCTION** | | | | |
| Legal | 8,137 | 5,000 | 5,000 | |
| Director | 125,401 | 116,456 | 120,045 | |
| Teaching | 1,967,203 | 2,305,956 | 2,493,606 | |
| Professional Development | 820 | 2,000 | 2,500 | |
| Instructional Technology | 14,876 | 4,500 | 11,000 | |
| Psychological Services | 270,167 | 295,038 | 335,682 | |
| **OTHER STUDENT SERVICES** | | | | |
| Health Services | 18,050 | 47,000 | 58,500 | |
| Transportation Sped | 266,639 | 333,000 | 310,000 | |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | | |
| Operation of Equipment | 9,234 | 11,500 | 11,500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 1,268,218 | 1,053,393 | 1,117,040 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 3,556 | 5,000 | 5,000 | |
| Tuition Out, Collaborative | 49,000 | 126,880 | 116,424 | |
| SPECIAL EDUCATION – CHAPTER 766 | 4,001,301 | 4,305,723 | 4,586,297 | |

| **SUMMARY** | FY2007 ACTUAL | FY2008 BUDGET | FY2009 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 10,389,010 | 10,689,643 | 11,199,828 | |
| SPECIAL EDUCATION – CHAPTER 766 | 4,001,301 | 4,305,723 | 4,586,297 | |
| **GRAND TOTAL OPERATING BUDGET** | 14,390,311 | 14,995,366 | **15,786,125** | **5.27%** |

## *ALGONQUIN REGIONAL HIGH SCHOOL*

REGULAR DAY PROGRAMS

| | | | |
|---|---|---|---|
| **ADMINISTRATION** | | | |
| School Committee | 52,411 | 52,543 | 63,043 |
| Superintendent's Office | 167,167 | 175,685 | 170,495 |
| Administrative Support | 211,238 | 212,771 | 225,418 |
| **INSTRUCTION** | | | |
| Supervision | 74,770 | 74,352 | 74,352 |
| Principals | 756,028 | 815,856 | 799,422 |
| Teaching | 5,872,508 | 6,463,074 | 6,643,865 |
| Professional Development | 87,607 | 95,950 | 95,950 |
| Textbooks & Materials | 407,349 | 315,457 | 298,416 |
| Instructional Hardware & Software | 46,623 | 38,450 | 30,825 |
| Instructional Equipment | 71,684 | 39,000 | 36,254 |
| Guidance Services | 600,666 | 579,313 | 555,348 |
| **OTHER STUDENT SERVICES** | | | |
| Testing | 3,014 | 3,500 | 3,500 |
| Health Services | 112,873 | 111,856 | 117,648 |
| Transportation | 888,504 | 917,048 | 917,623 |
| Athletics/ Student Body Activities | 547,215 | 581,054 | 535,671 |
| Other Student Activities | 8,281 | 8,000 | 9,000 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,280,724 | 1,311,349 | 1,396,944 |
| Maintenance of Buildings | 227,108 | 237,650 | 292,200 |
| Payment for Local Northborough Services | 40,480 | 72,500 | 72,500 |
| Networking & Telecommunications | 8,431 | 9,720 | 10,418 |
| **FIXED CHARGES** | | | |
| Rentals and Leases | 125,044 | 83,835 | 61,280 |
| Insurance | 2,193,954 | 2,619,329 | 2,536,758 |
| Retirement Liability | 175,683 | 172,894 | 211,003 |
| **NEW EQUIPMENT** | | | |
| New Equipment | 14,542 | 0 | 7,500 |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | |
| School Choice | 31,794 | 30,000 | 30,000 |
| **COLLECTIVE BARGAINING** | | | |
| Collective Bargaining | 0 | 0 | 466,108 |
| REGULAR DAY PROGRAMS | 14,005,698 | 15,021,186 | **15,661,541** |

SPECIAL EDUCATION PROGRAMS-CHAPTER 766

| | FY2007 | FY2008 | FY2009 | Percent |
|---|---|---|---|---|
| **ADMINISTRATION** | ACTUAL | BUDGET | REQUEST | Inc./Decr. |
| Legal Services | 1,366 | 6,000 | 4,000 | |
| **INSTRUCTION** | | | | |
| Director | 112,072 | 101,517 | 102,137 | |
| Teaching | 564,031 | 596,777 | 660,267 | |
| Professional Development | 1,935 | 3,800 | 4,100 | |
| Textbooks | 1,469 | 1,500 | 1,500 | |
| Instructional Technology | 2,860 | 7,500 | 7,500 | |
| Psychological Services | 71,898 | 79,792 | 88,696 | |
| **OTHER STUDENT SERVICES** | | | | |
| Health Services | 727 | 4,000 | 6,000 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| New Equipment | 1,079 | 4,000 | 4,000 | |
| Equipment Maintenance | 518 | 500 | 500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 221,230 | 142,000 | 215,000 | |
| Transportation | 128,113 | 147,221 | 82,000 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 3,985 | 4,000 | 5,000 | |
| Tuition Out, Collaborative | 193,594 | 152,210 | 287,757 | |
| SPECIAL EDUCATION – CHAPTER 766 | 1,304,877 | 1,250,817 | **1,468,457** | |

## SUMMARY

| | FY 2007 | FY2008 | FY2009 |
|---|---|---|---|
| BUDGET NAME | ACTUAL | BUDGET | REQUEST |
| REGULAR DAY PROGRAMS | 14,005,698 | 15,021,186 | 15,661,541 |
| SPECIAL EDUCATION – CHAPTER 766 | 1,304,877 | 1,250,817 | 1,468,457 |
| **GRAND TOTAL OPERATING BUDGET** | 15,310,575 | 16,272,003 | 17,129,998 |

## NORTHBOROUGH – SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY 2009 BUDGET & ASSESSMENTS – DEPT. OF ED. RECOMMENDED METHOD

| | | | 61.80% | 38.20% |
|---|---|---|---|---|
| | | | Northboro | Southboro |
| **Step 1** | | | | |
| FY 2009 Proposed Budget | | 17,129,998.00 | | |
| Less Transportation | 1,072,198.00 | | | |
| SPED Transporation | 82,000.00 | 1,154,198.00 | | |
| Less Fixed Charges | | 0.00 | | |
| Net School Spending | | 15,975,800 | | |
| Less Revenues | | 187,000.00 | | |
| Subtotal | | 15,788,800.00 | | |
| Less Chapter 70 Aid –Preliminary | | 2,920,581.00 | | |
| Less State ward reimbursement | | 0.00 | | |
| New Budget | | 12,868,219.00 | | |
| **Step 2** | | | | |
| Minimum Local Contribution required by Ed Reform | | 10,026,161.00 | 6,161,858.00 | 3,864,303.00 |
| **Step 3** | | | | |
| Difference between Min. Contrib. & Net budget Balance | | 2,842,058.00 | | |
| **Step 4** | | | | |
| Apportion Step 3 amount by agreement | | | 1,756,391.84 | 1,085,666.16 |
| **Step 5** | | | | |
| Transportation Budget | 1,154,198.00 | | | |
| Less Aid to Transportation Preliminary | 814,124.00 | 340,074.00 | 210,165.73 | 129,908.27 |
| **Step 6** | | | | |
| Other Operational Costs | 0.00 | | | |
| Less Revenues | 0.00 | 0.00 | | |
| **Step 7** | | | | |
| Debt Payments Not Exempt from Proposition 2 ½ | | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | | |
| Total assessments, Minimum local contribution plus apportionments | | 13,208,293.00 | 8,128,415.58 | 5,079,877.42 |
| **Step 9** | | | | |
| Excess & Deficiency | | 410,000.00 | 253,380.00 | 156,620.00 |
| **FY 2009 Assessment Not Exempt from Proposition 2 ½** | | **12,798,293.00** | **7,875,035.58** | **4,923,257.42** |
| **Step 10** | | | | |
| Debt Payments Exempt from Proposition 2 ½ | | 2,268,124.00 | 1,404,374.96 | 863,749.04 |
| **Total FY 2009 Assessment** | | 15,066,417.00 | 9,279,410.54 | 5,787,006.46 |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

### Assessment Comparison

#### Northborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY 2009 Assessment | 7,875,035.58 | 1,404,374.96 | 9,279,410.54 |
| FY 2008 Assessment | 7,590,254.85 | 1,634,731.24 | 9,224,986.09 |
| Dollar Increase | 284,780.73 | -230,356.28 | 54,424.45 |
| Percent Increase | 3.75% | -14.09% | 0.59% |

#### Southborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY 2009 Assessment | 4,923,257.42 | 863,749.04 | 5,787,006.46 |
| FY 2008 Assessment | 4,617,200.15 | 982,131.02 | 5,599,331.17 |
| Dollar Increase | 306,057.27 | -118,381.98 | 187,675.29 |
| Percent Increase | 6.63% | -12.05% | 3.35% |

## ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL

| BUDGET NAME | FY 2007<br>ACTUAL | FY2008<br>BUDGET | FY2009<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|
| School Committee | 96,936 | 102,029 | 113,956 | |
| Superintendent & Business Office | 476,864 | 488,766 | 498,895 | |
| Instruction Supervision | 435,752 | 445,293 | 454,038 | |
| Principal Office | 158,152 | 162,118 | 165,692 | |
| Instruction & Supplies | 6,093,861 | 7,217,965 | 7,363,482 | |
| Textbooks | 51,500 | 51,500 | 59,000 | |
| Library Services | 102,655 | 104,711 | 106,423 | |
| Multi-media | 8,000 | 8,000 | 8,250 | |
| Guidance Services | 434,510 | 449,613 | 460,454 | |
| Attendance | 25,618 | 26,331 | 26,821 | |
| Health Services | 88,718 | 90,646 | 92,140 | |
| Transportation Contracts | 961,500 | 976,700 | 1,029,000 | |
| Transportation Sports – Field Trips | 39,451 | 39,451 | 41,301 | |
| Athletic Programs | 280,814 | 286,323 | 292,675 | |
| Student Body Activities | 90,385 | 91,843 | 93,000 | |
| Operation of Plant | 1,299,886 | 1,353,564 | 1,392,018 | |
| Maintenance of Plant | 339,395 | 339,395 | 359,625 | |
| Health-Life Medicare Insurance | 1,379,620 | 1,585,485 | 1,937,745 | |
| Other Insurances | 225,975 | 238,555 | 238,555 | |
| Leases of Equipment | 25,000 | 25,000 | 25,000 | |
| Acquisition of Fixed Assets | 193,000 | 193,000 | 228,000 | |
| VOCATIONAL DAY OPERATING BUDGET | 13,617,592 | 14,276,288 | 14,986,070 | |
| Right to Know – Asbestos Audit | 10,000 | 10,000 | 10,000 | |
| Single Audit Requirement | 15,500 | 15,500 | 17,000 | |
| RIGHT TO KNOW – AUDIT BUDGET TOTAL | 25,500 | 25,500 | 27,000 | |
| Special Needs | 908,323 | 958,739 | 1,006,854 | |
| **TOTAL BUDGET** | 14,551,415 | 15,260,527 | **16,019,924** | |
| **SOUTHBORO ASSESSMENT** | 132,946 | 117,841 | **218,490** | **85.41%*** |

*77.78% increase in student enrollment

## *NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL*

| BUDGET NAME | FY2007<br>ACTUAL | FY2008<br>BUDGET | FY2009<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|
| Tuition/Transportation Assessment | 33,187 | 72,586 | 40,725 | |
| NORFOLK COUNTY AGRICULTURAL H S TOTAL | 33,187 | 72,586 | **40,725** | **-43.89%** |

**END OF BUDGET**

*ARTICLE 7*: To see if the Town will vote to transfer a sum of money from the Excess and Deficiency Fund (Free Cash), Stabilization Fund or from other available funds for the purpose of affecting the tax rate for the period beginning July 1, 2008, and ending June 30, 2009, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To utilize free cash or stabilization funds to reduce the tax rate.*

**MOTION MADE: that the Town vote to transfer $747,378 from the Stabilization Fund for the purpose of affecting the tax rate for the period beginning July 1, 2008, and ending June 30, 2009.**
REQUIRES 2/3 VOTE.

**MOTION FAILS:**
**YES: 101**
**NO: 66**

*ARTICLE 8*: To see if the Town will vote to accept Mass General Law, Chapter 40, Section 3 to allow the Southborough School District to keep monies received from the rental of school space in Neary School for the administration offices of the Southborough School District, Northborough School District, and Northborough Southborough Regional School District. These funds may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of Neary School, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Currently the Superintendent and administrative staff are utilizing unallocated space in Neary school (previously they rented office space on Bearfoot Rd. in Northborough). This article would allow the Southborough School Committee to use rental income received from the Northborough School District and the Regional School District for maintenance of Neary School.*

**MOTION MADE: that the Town vote to accept Massachusetts General Law Ch. 40, §3 to allow the Southborough School District to keep monies received from the rental of the school space in Neary School for the administration offices of the Southborough School District, Northborough School District, and Northborough Southborough Regional School District. These funds may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of Neary School.**

**AMENDMENT TO MOTION: to strike the words "for the administration offices of the Southborough School District, Northborough School District, and Northborough Southborough Regional School District."**
**AMDENDMENT TO MOTION PASSED UNANIMOUSLY.**

**MOTION WITH AMENDMENT NOW READS: that the Town vote to accept Massachusetts General Law Ch. 40, §3 to allow the Southborough School District to keep monies received from the rental of the school space in Neary School. These funds may be expended by the Southborough School Committee for the purpose of upkeep and maintenance of Neary School.**

**MOTION WITH AMENDMENT PASSED UNANIMOUSLY.**

*ARTICLE 9*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $250,000 for the maintenance of Town roads, or do or actanything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: At Town Meeting**
**Summary:** *Each year the DPW manages a contract to maintain roadways.*

**MOTION MADE: that the Town vote to raise and appropriate, the sum of $250,000 for the maintenance of Town roads.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 10*: To see if the Town will vote to transfer $98,000, Cordaville Hall Planning, authorized at the January 21, 2006 Special Town Meeting Article 7, and to establish a new account for the purpose of developing a Phase One schematic design for improvements to or replacement of the police station on Main Street, and to further do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN AND THE MUNICIPAL FACILITIES COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: Support**
**Summary:** *This article proposes to utilize funds from an available 2006 appropriation (Cordaville Hall architectural funds), rather than a new appropriation, to provide funds to move forward for schematic design for identified improvements needed at the Police Station, including many shared public safety facilities, and will include an analysis of both new construction and renovation options. This project follows a feasibility study funded at the 2006 Annual Town Meeting.*
REQUIRES 2/3 VOTE

**MOTION MADE: that the Town vote to transfer $98,000, Cordaville Hall Planning, authorized at the January 21, 2006 Special Town Meeting Article 7, and to establish a new account for the purpose of developing a Phase One schematic design for improvements to or replacement of the police station on Main Street.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 11*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds, the sum of $56,547 forongoing maintenance for the Town House, Fire Station, Police Station, and Cordaville Hall, or do or act anything in relation thereto.

**Proposed by: FACILITIES MANAGER**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: Support**
**Summary:** *$10,622 for the Town House; correct flooding problem on side of building; install a security system);*

*$21,925 for the Fire Station (replace floor tiles in the dormitory area and bathrooms; replace gutters and down spouts; replace wood trim around tower create storage in hose tower, replace light fixtures in front of bldg, install ventilation in the oil room.)*

*$21,000 for the Police Station (renovate booking area)*

*$3,000 for Cordaville Hall (to replace the boilers)*

**MOTION MADE: that the Town vote to raise and appropriate the sum of $31,622 for ongoing maintenance for the Town House and Police Station and transfer from free cash, the sum of $24,925 for ongoing maintenance for the Fire Station and Cordaville Hall.**
**MOTION MADE: to table Article 11.**

**MOTION to table Article 11 PASSED UNANIMOUSLY.**

**On April 15, 2008 Tuesday, at the Adjourned Session of Annual Town Meeting, Motion was made to bring ARTICLE 11 off the table.**
**MOTION TO BRING ARTICLE 11 OFF THE TABLE CARRIES UNANIMOUSLY.**
**ORIGINAL MOTION PASSED ARTICLE 11 UNANIMOUSLY.**

*ARTICLE 12*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | ITEM | TOTAL | Recommend | Recommend | Recommend |
|---|---|---|---|---|---|
| | | | CAPITAL PLAN | ADVISORY | SELECTMEN |
| 1. | Public Works Equip. | **$202,000** | Support | Support | Support |
| 2. | Two Police Cruisers | **$47, 333** | Support | Support | Support |
| 3. | Renovate senior center | **$34,000** | Not Support | Support | Support |
| 4. | Relocate BOH, and CPC to Cordaville Hall | **$11,837** | Support | Support | Support |
| 5. | Fire Dept. pick up truck | **$45,000** | Support | Support as a one time Capital Exclusion | Support |
| 6. | Ambulance | **$175,000** | Support | Support | Support |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Capital Planning Recommendation: See above**
**Summary:** *1. To replace DPW equipment according to the DPW capital plan. $125,000 for a front end loader; $42,000 for a transfer station trailer; $35,000 for a utility dump truck.*
*2. To purchase two new Police cruisers to replace Cruiser #104 at 106,278 miles and Cruiser #107 at 103,411 miles respectively.*
*3. To replace carpet, repaint, and window dressings.*
*4. To pay for moving the Board of Health office and Community Preservation Committee to Cordaville Hall, as well as the installation of a ventilation system and air conditioning system and minor electrical work in the basement of Cordaville Hall to accommodate these offices.*
*5. To replace a 1999 Chevrolet pick-up truck, which is used as a multi-hazard response vehicle. The current vehicle will be turned over to the Facilities for their use.*
*6. To replace a 1999 International/road rescue ambulance. The current ambulance will either be traded in or disposed.*

**MOTION MADE: that the Town vote to appropriate $515,170 as follows:**

- Raise and Appropriate $47,333 for two police cruisers
- Transfer from Free Cash $202,000 for public works equipment
- Transfer from Free Cash $34,000 for renovation of the Senior Center
- Transfer from Free Cash $11,837 for relocation of the Board of Health and Community Preservation Committee offices
- Transfer from Free Cash $45,000 for a fire department pick up truck
- Transfer from the Ambulance Reserve Account $175,000 for an Ambulance

**AMENDMENT TO MOTION: to strike $34,000 for the renovation of the Senior Center.**
**AMENDMENT FAILS BY MAJORITY VOTE.**

**MAIN MOTION CARRIES BY MAJORITY VOTE.**

**At 11:07pm MOTION was MADE to adjourn Annual Town Meeting to Tuesday April 15, 2008 at 7:30pm.**

**MOTION PASSED UNANIMOUSLY.**

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## TOWN OF SOUTHBOROUGH
## Adjourned Session of
## ANNUAL TOWN MEETING
## April 15, 2008 Tuesday

At the ADJOURNED SESSION of the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 15, 2008 the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 169 voters were present. **The Town Moderator, John H. Wilson, called the meeting to order at 7:58pm.**

**Checkers:**

**Brenda Gaffney**
**Janet M.E. Mattioli**
**Lois W. Denman**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following were appointed by Moderator John H. Wilson and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Barbara A. Murphy** | **202 Cordaville Rd** |
| **Thomas J. Conlin** | **20 Pinecone Ln** |
| **Jack Barron** | **11 Sadie Hutt Ln** |
| **Andrew S. Mills** | **2 MacNeill Dr** |
| **Carol A. Willoughby** | **189 Parkerville Rd** |
| **Sharon A.V. Shoemaker** | **22 Wood St** |

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

Brian Ballantine, Finance Director
Jamie Clark, Technical Support Trottier
Basilio Diaz, Facilities Manager
Karen Galligan, DPW Superintendent
Charles Gobron, Superintendent of Schools
Vanessa D. Hale, Assistant Town Administrator
Russell Horne, Historical Society
Kimberly Ivers, Library Director
Peter Johnson, Building Inspector
Abby Jordan, Reporter, MetroWest Daily News
Jean Kitchen, Town Administrator
Vera L. Kolias, Town Planner
Pam LeFrancois, Senior Center Director
Cheryl Levesque, Business Director Southborough Schools
Steven L. Levy, Marlborough City Council
John D. Mauro, Jr., Fire Chief
Carla McAuliffe, Town Accountant
Dawn E. Michanowicz, Assistant Town Clerk
Paul C. Pisinski, Public Health Director
Arthur G. Vigeant, City of Marlborough
John Woodsmall, Town Engineer

**MOTION MADE TO TAKE ARTICLE 11 OFF THE TABLE.**
See details on page 30.

*ARTICLE 13*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of money for Southborough schools' capital items for the following purposes:

| # | ITEM | **TOTAL** | Recommend CAPITAL PLAN | Recommend ADVISORY | Recommend SELECTMEN |
|---|---|---|---|---|---|
| 1. | Woodward Tractor | **$22,100** | 5-0 not support 1 abstention | Support as a one time Capital Exclusion | Support |
| 2. | Trottier Tile floor repair/replace | **$90,000** | 6-0 support | Support | Support |
| 3. | HVAC Woodward | **$12,000** | 6-0 support | Support | Support |

, or do or act anything in relation thereto.

**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Capital Planning Recommendation: See above**
**Summary:** *1. To purchase a tractor and storage facility to remove snow from the many walkways at Woodward School*
*2. To complete the replacement of the tiles at Trottier School which were damaged from moisture (hallway from shop area to a door near room 143 including stairwells, classroom 124 and 127 and the art room)*
*3. Funding of $12,000 was appropriated in FY07. An additional $12,000 is necessary to complete the project.*

**MOTION MADE: that the Town vote to transfer from free cash $124,100 as follows:**

- $22,100 for a tractor for Woodward School
- $90,000 Tile floor repair/replacement for Trottier school
- $12,000 for the HVAC system at Woodward School purposes

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 14*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $626,000 for the Neary School Renovation project, Phase III, or do or act anything in relation thereto.
**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: At Town Meeting**
**Summary:** *$626,000 Phase III of the continued renovation of 38 year old Neary school to include: asbestos removal, replacement of unit ventilators and exhaust fans, retrofit of heating and ventilation system.*
REQUIRES 2/3 VOTE
**MOTION MADE: that the Town vote to approve the borrowing of the sum of $626,000 by the Southborough Town Treasurer for the Neary School Renovation project, Phase III including the payment of all costs incidental and related thereto.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 15*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $252,622 money for purchase or lease of technology equipment for the Southborough Public Schools, or do or act anything in relation thereto.
**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support with a portion as a one time Capital Exclusion**
**Capital Planning Recommendation: Support**
**Summary:** *This is a yearly article to update the computer technology in the Southborough schools.*
REQUIRES 2/3 VOTE
**MOTION MADE: that the Town vote to transfer from the stabilization fund, the sum of $252,622 to purchase technology equipment for the Southborough Public Schools.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 16*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: At Town Meeting**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the town's buildings and facilities. Amount to be determined and presented at Annual Town Meeting.*
**MOTION MADE: that the Town transfer from free cash the sum of $100,000 for the ongoing maintenance of capital equipment and systems associated with Town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.**

MOTION PASSED UNANIMOUSLY.

*ARTICLE 17*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $20,112 for handicap accessibility of town buildings, or do or act anything in relation thereto.

**Proposed by: ADA COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: Support**
**Summary:** *$20,112 to purchase and install automatic door openers for handicap accessibility at Trottier and Finn schools.*
**MOTION MADE: that the Town vote to transfer from free cash the sum of $20,112 for handicap accessibility of town buildings.**

MOTION CARRIES BY MAJORITY VOTE.

*ARTICLE 18*: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, or borrow the sum of $75,000 to be used to conduct a comprehensive Zoning Bylaw and Subdivision Rules and Regulations update and revision project, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *As a companion to the 2007 Town Plan, this project will fund a consultant team to work with the town to revise the town's Zoning Bylaw and Subdivision Rules and Regulations in order to ensure that the town's bylaws support the goals and objectives of the Master Plan. The Town's subdivision rules and regulations have not been analyzed since 1987 and the zoning bylaw has undergone several major changes without a comprehensive review to ensure internal consistency and compatibility with state laws.*
**MOTION MADE: that the Town vote to transfer from free cash the sum of $75,000 to be used to conduct a comprehensive Zoning Bylaw and Subdivision Rules and Regulations update and revision project.**

MOTION PASSED UNANIMOUSLY.

*ARTICLE 19*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of $15,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This is an annual article allowing Town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises.*
**MOTION MADE: that the Town vote to raise and appropriate, the sum of $15,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments.**

MOTION PASSED UNANIMOUSLY.

*ARTICLE 20*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of $1,035,000 for the purpose of water system improvements. This sum includes $375,000 to upgrade the current water distribution system telemetry control system to a Supervisory Control and Data Acquisition system (SCADA); $160,000 to replace and upgrade the system's pressure relief valves (PRVs) and associated piping; $350,000 to purchase, replace and install water main; and $150,000 for the purpose of reworking the Water System Master Plan and for engineering design for Boland Station upgrades and other system improvements, or do or act anything in relation thereto.
**Proposed by: THE DEPARTMENT OF PUBLIC WORKS AND THE PUBLIC WORKS PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: At Town Meeting**
**Summary:** *Southborough is aware from previous Annual Town Meetings that the Town's water system is in need of many system improvements. This article provides for upgrades of the water distribution system in order to provide better fire flow at various locations throughout Southborough. This request is based on recommendations in the most recent Water System Analysis Report, dated January 2007, and the Tank Siting Analysis Report, dated January 2008. Both reports are available at the Southborough town website [www.southboroughma.com].*
**MOTION MADE: that the Town vote to borrow and appropriate the sum of $1,035,000 for the purpose of water system improvements as printed in the warrant.**

**MOTION MADE TO DIVIDE THE QUESTION.**
**MOTION CARRIES BY MAJORITY VOTE:**
**YES: 82**
**NO: 45**

**FIRST AMENDMENT TO MOTION TO STRIKE ENTIRE MOTION and substituting therefore: To see if the Town will vote to appropriate and borrow $535,000 for the purpose of water systems improvements. This sum includes $357,000 to upgrade the current water distribution system telemetry control system to a Supervisory Control and Data Acquisition system (SCADA) and $160,000 to replace and upgrade the system's pressure relief valves (PRV's) and associated piping.**
REQUIRES 2/3 VOTE
**FIRST AMENDMENT TO MOTION PASSED UNANIMOUSLY.**

**SECOND AMENDMENT TO MOTION to borrow and appropriate the sum of $500,000 for water system improvements, $350,000 to purchase, replace and install water main and $150,000 for the purpose of reworking water system master plan and for engineering design for Boland Station upgrades and other system improvement.**
REQUIRES 2/3 VOTE
**SECOND AMENDMENT TO MOTION CARRIES BY:**
**YES: 114**
**NO: 20**

**MOTION WITH 2 AMENDMENTS NOW READS: To see if the Town will vote to appropriate and borrow $535,000 for the purpose of water systems improvements. This sum includes $357,000 to upgrade the current water distribution system telemetry control system to a Supervisory Control and Data Acquisition system (SCADA) and $160,000 to replace and upgrade the system's pressure relief valves (PRV's) and associated piping. To borrow and appropriate the sum of $500,000 for water system improvements, $350,000 to purchase, replace and install water main and $150,000 for the purpose of reworking water system master plan and for engineering design for Boland Station upgrades and other system improvement.**

**MOTION WITH BOTH AMENDMENTS PASSED UNANIMOUSLY.**

*ARTICLE 21*: To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of $400,000 to strip and repaint the Clear Hill Stand Pipe and do site work at existing tank site, or do or act anything in relation thereto.
**Proposed by: THE DEPARTMENT OF PUBLIC WORKS AND THE PUBLIC WORKS PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Capital Planning Recommendation: Support**
**Summary:** *Water storage tanks are inspected and cleaned every 3-5 years. The 2004 inspection of the Clear Hill Standpipe, the water storage tank on Overlook Drive, reported a failure in the tanks coating and recommended repainting the tank before the tank is damaged. The Water division will also replace existing fencing and screening at current tank site.*
**MOTION MADE: To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of $400,000 to strip and repaint the Clear Hill stand pipe and do site work at the existing tank site.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 22*: To see if the Town will vote to accept as a water easement land at 78 Turnpike Road, from Arista Southborough LLC, on land described as "proposed water easement for the benefit of the Town of Southborough Area=3,700± S.F." on the plan entitled "Approval Not Required Plan" prepared by Allen and Major Associates, Inc. dated 10/1/2007, plan is on file with the Town Clerk's Office, or do or act anything in relation thereto.
**Sponsored by: THE DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This easement is required in order to aid the DPW Water Division's efforts in replacing a 6 inch, 1931 cast iron pipe on Route 9.*
**MOTION MADE: that the Town vote to accept as a water easement land at 78 Turnpike Road, from Arista Southborough LLC, on land described as "proposed water easement for the benefit of the Town of Southborough Area=3,700±S.F." on the plan entitled "Approval Not Required Plan" prepared by Allen and Major Associates, Inc. dated 10/1/2007, plan is on file with the Town Clerk's Office.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 23*: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2009 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $236,712.00 |
| State Match (based on actual surcharge receipts)……………………………….. | $138,562.00 |
| Total Revenue………………………………………………………………… | **$375,274.00** |

**Set Aside- Open Space**
$37,527.40 to be set aside, held in the Community Preservation Fund, and spent in FY2009 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**
$37,527.40 to be set aside, held in the Community Preservation Fund, and spent in FY2009 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**
$37,527.40 to be set aside, held in the Community Preservation Fund, and spent in FY2009 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**
$18,763.70 to defray the administrative and operating expenses of the Community Preservation Committee in FY2009 for the Community Preservation Fund (discretionary)

**Set Aside - Discretionary**
Reserved For CPF (Discretionary) $243,928.10

**FY 2007 Interest/Adjustments**
To accept $25,931.74 of interest/adjustments received in FY07 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the General Reserve Account.

| | |
|---|---|
| $ 2,593.17 | Set Aside – Open Space |
| $ 2,593.17 | Set Aside – Community Housing |
| $ 2,593.17 | Set Aside – Historic Preservation |
| $18,152.23 | General Unreserved |

, or take any other action relative thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*
**MOTION MADE: that the Town vote to accept the report of the Community Preservation Committee for the FY2009 Community Preservation Projected Receipts and accept the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 24***: To see if the Town will vote to appropriate $90,000 of which $40,120.57 is from the CPA Housing Reserve Fund and $49,879.43 is from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereon.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*
**MOTION MADE: that the Town vote to appropriate $90,000 of which $40,120.57 is from the CPA Housing Reserve Fund and $49,879.43 is from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION CARRIES BY MAJORITY VOTE.**

***ARTICLE 25***: To see if the Town will vote to appropriate the amount of $6,000 from the CPA General Unreserved Fund, as requested by the Southborough Historical Commission. Monies will be used for application fees associated with adding the South Union School to the National Register of Historic Places, for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *Southborough Historical Commission is requesting funds for the South Union School (Arts Center building) to be added to the National Register of Historic Places. Once the building is registered the town would be eligible to apply for matching state funds to preserve the historic exterior of the building.*
**MOTION MADE: that the Town vote to appropriate the amount of $6,000 from the CPA General Unreserved Fund, as requested by the Southborough Historical Commission. Monies will be used for application fees associated with adding the South Union School to the National Register of Historic Places, for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION CARRIES BY MAJORITY VOTE.**

***ARTICLE 26***: To see if the Town will vote to appropriate the amount of $128,593.00 of which, $91,212.14 is from the CPA Historic Fund, and $37,380.86 is from the CPA General Unreserved Fund, as requested by the Town of Southborough. Monies will be used for the restoration of the South Union School for the purpose of historic preservation. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *The Southborough Facilities Manager is requesting funds for historical restoration of the exterior of South Union School.*
**MOTION MADE: that the Town vote to appropriate the amount of $128,593.00 of which $91,212.14 is from the CPA Historic Fund, and $37,380.86 is from the CPA General Unreserved Fund, as requested by the Town of Southborough. Monies will be used for the restoration of the South Union School for the purpose of historic preservation. Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 27***: To see if the Town will vote to appropriate $27,015.00 from the CPA General Unreserved Fund to fund Phase II of the Southborough Town Clerk's project. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support 6-0**
***Summary:*** *Paul J. Berry, Town Clerk, who has presided over the Town's records for many years, will be responsible for this project in which public records will be preserved. Unless this is done important records will continue to deteriorate under damp storage conditions and will eventually become illegible. This is the second year of funding this project.*
**MOTION MADE: that the Town vote to appropriate $27,015.00 from the CPA General Unreserved Fund to fund Phase II of the Southborough Town Clerk's project. Monies will be used for the preservation and microfilming of historic town records. Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 28***: To see if the Town will vote to appropriate $50,000 from the CPA General Unreserved Fund for preconstruction costs for the creation of the Stony Brook Museum, for the purpose of Historic Preservation, contingent upon the Southborough Board of Selectmen being authorized to enter into a long term lease agreement with the Commonwealth of Massachusetts upon terms and conditions and with any sublease arrangement that they determine appropriate to the Town, for theNichols House located at the Sudbury Reservoir # 5 Dam by December 31, 2008, Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *Russell Horne, member of the Southborough Historical Society is requesting the funds for the preconstruction construction cost and preliminary plans for the creation of the Stony Brook Museum on the property known as the Nichols House. Once preliminary plans are created they will be used to apply for federal and state grants, for a 2.8 million dollar American History Museum. It is believed that the Commonwealth will lease the property to the Town, and the Town will sublease the building for a museum.*
**MOTION MADE: that the Town vote to appropriate $50,000 from the CPA General Unreserved Fund for preconstruction costs for the creation of the Stony Brook Museum, for the purpose of Historic Preservation, and authorize the Southborough Board of Selectmen to enter into a long term lease agreement with the Commonwealth of Massachusetts upon terms and conditions and with any sublease arrangement that they determine appropriate to the Town, for the Nichols House located at the Sudbury Reservoir #5 Dam by December 31, 2008. Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 29***: To see if the Town will vote to appropriate $111,928.93 from the CPA General Unreserved Fund for the proposed public park improvement for the "Cordaville Triangle Park" ($25,000 for the purpose of Historic Preservation, the remaining funds for Recreation). Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support 6-0**
***Summary:*** *MBTA Triangle Committee is requesting the funds for improvements to the Cordaville Triangle Park (1/3 acre of land adjacent to the MBTA commuter rail station).*
**MOTION MADE: that the Town vote to appropriate $111,928.93 from the CPA General Unreserved Fund for the proposed public park improvement for the "Cordaville Triangle Park" ($25,000 for the purpose of Historic Preservation, the remaining fund for Recreation). Said funds to be expended under the direction of the Community Preservation Committee.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 30***: To see if the Town will vote to appropriate $177,534.00 of which $40,120.57 is from the Open Space Reserve Fund, and $137,413.43 is from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: 5 Support 1 Not Support**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*
**MOTION MADE: that the Town vote to appropriate $177,534.00 of which $40,120.57 if from the Open Space Reserve Fund, and $137,413.43 is from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of Open Space. Said Funds to be expended under the direction of the Community Preservation Committee.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 31: Voted on 4/14/08 see page 14***

***ARTICLE 32***: To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with one or more abutting communitiesto provide or receive emergency water services, and to further do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN AND THE DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support 7-0**
**Summary:** *This article will allow the Board of Selectmen to enter into an inter-municipal agreement with abutting towns should there be need to provide or accept emergency water services.*
**MOTION MADE: that the Town vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with one or more abutting communities to provide or receive emergency water services.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 33*: To see if the Town will vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with Framingham regarding continuing to provide water and sewer service which is currently or was previously provided to Southborough residents, and to further do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN AND THE DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**

**Summary:** *As part of the MWRA's mitigation for homes on private wells which we located along the Metrowest Tunnel route some homes were connected to Framingham's water system. Also, several homes in the northeast corner of Southborough were hooked up to Framingham water and sewer when they were constructed. Currently there is no inter-municipal agreement between Southborough and Framingham to dictate responsibility for pipe maintenance, handling emergencies, changes in capacity, fees, new property ownership and non-payment.*

**MOTION MADE: that the Town vote to authorize the Board of Selectmen to enter into an intermunicipal agreement with Framingham regarding continuing to provide water and sewer service which is currently or was previously provided to Southborough residents.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 34*: To see if the Town will vote to amend the Code of the Town of Southborough Chapter 9, Article III, Advisory Committee, Section 8. Establishment; membership; residence requirements as follows:

**By deleting the following**:

"There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected."

**And insert in its place**:

"There shall be an Advisory Committee, which shall consist of nine voters of the Town. No member shall be appointed who is a Town officer, employee or member of another Town committee, appointed or elected. Provided however that an Advisory Committee member may belong to one ad-hoc committee that is appointed by an Elected Board or Official or one other committee appointed by the Moderator under the following restrictions:

1. The Advisory member's participation is approved by majority vote of the Advisory Committee excluding the member desiring to participate in the above committees.
2. The Advisory member may not vote or be counted for purposes of a quorum during Advisory meetings when matters subject to the jurisdiction of the above other committees are presented to the Advisory Committee."

**Proposed by: ADVISORY COMMITTEE**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: Support**

**Summary:** *This article will allow an Advisory member to belong to one ad hoc committee that is appointed by an elected Board or official or a standing committee appointed by Moderator. The current by law does not allow an Advisory member to be appointed to any committee.*

**MOTION MADE: that the Town vote to amend the Code of the Town of Southborough Chapter 9, Article III, Advisory Committee, Section 8. Establishment; membership; residence requirements as printed in the warrant.**

**AMENDMENT TO MOTION: To strike the words "appointed by an Elected Board or official" and insert "Board of Selectmen."**
**AMENDMENT FAILS by MAJORITY VOTE.**
**MAIN MOTION CARRIES BY MAJORITY VOTE.**

**Approved by the Attorney General on June 9, 2008.**

*ARTICLE 35*: To see if the Town will vote to accept a gift of land off Hubley Lane shown as Lot A-1 containing 319,182 square feet (7.33 acres) on a plan of land entitled "PLAN OF LAND IN SOUTHBOROUGH, MA." Prepared by: Metrowest Engineers, Inc.; Prepared for: Triton Construction; Scale 1" = 40'. Said Plan having an issue date of July 21, 1998, and its last revision being November 6, 1998. Said Plan being recorded in Worcester County Registry of Deeds in Plan Book 735, Plan 68. Lot A-1 to be accepted as permanent Open Space.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support contingent on Selectmen and Planning Board approval**

**Summary:** *This 7.33-acre parcel of land was set aside as permanent open space as a component of the Hubley Lane subdivision*

**MOTION MADE: that the Town vote to accept a gift of land off Hubley Lane shown as Lot A-a containing 319,182 square feet (7.53 acres) on a plan of land entitled "PLAN OF LAND IN SOUTHBOROUGH, MA." Prepared by : Metrowest Engineers, Inc.; Prepared for: Triton Construction; Scale 1"=40'. Said Plan having an issue date of July 21, 998, and its last revision being November 6, 1998. Said Plan being recorded in Worcester County Registry of Deeds in Plan Book 735, Plan 68. Lot A-1 to be accepted as permanent Open Space.**

**MOTION CARRIES BY MAJORITY VOTE.**

*ARTICLE 36*: To see if the Town will vote, acting by and through the Conservation Commission and in accordance with Massachusetts General Laws Chapter 40 Section 8C, to accept a Conservation Restriction in perpetuity and exclusively for conservation purposes on a 6.9333 acre portion of Lot 2D, a 12.752 acre parcel, shown on a plan of land entitled "Conservation Restriction Plan in Southborough, MA" prepared by Connorstone consulting Engineers and Land Surveyors, dated March 29, 2006, recorded with the Worcester District Registry of Deeds in Book 864, Page 90, shown on said plan as " Conservation Restriction Area' or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support contingent on Selectmen and Planning Board approval**
**Summary:** *As part of the site plan approval process for the new commercial building at 134 Turnpike Road, the applicant agreed to donate a Conservation Restriction on a portion of the developed site to ensure its preservation in perpetuity.*

**MOTION MADE: that the Town vote to acting by and through the Conservation Commission and in accordance with the Massachusetts General Law Ch. 40 §8C, to accept a Conservation Restriction in perpetuity and exclusively for conservation purposes on a 6.9333 acre portion of Lot 2D, a 12.752 acre parcel, shown on a plan of land entitled "Conservation Reservation Plan in Southborough, MA" prepared by Connorstone Consulting Engineers and Land Surveyors, dated March 29, 2006, recorded with the Worcester District Registry of Deeds in Book 864, Page 90, shown on said plan as "Conservation Restriction Area".**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 37*: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting § 174-4. Zoning Map, and inserting the following language:

> The location and boundaries of zoning districts are as shown on the Zoning Map of the Town of Southborough, dated April 9, 1984, as from time to time amended by votes of the Town Meeting, which map hereby is incorporated into and made a part of this chapter. The original Zoning Map, signed by the Planning Board and the Town Clerk, shall be in custody of the Town Clerk, and facsimile copies thereof shall be reproduced for distribution and sale with this chapter. Whenever the Zoning Map is amended, a notation of the Article and date of the town vote of such an amendment shall be entered on the Zoning Map as soon as possible upon approval of the amendment by the Attorney General, but any delay in showing the amendment shall not affect its validity. The addition of new streets or other geographic features to the Zoning Map to facilitate orientation maybe undertaken from time to time without action by the town and without changing district boundaries. For the purpose of defining the boundaries of Wetland and Floodplain Districts, the following maps on file in the office of the Town Clerk are hereby specifically, by reference, incorporated into and made a part of this chapter and the Zoning Map: Profiles - Main Stem Upper Sudbury River, and all land shown thereon at or below the one-hundred-year flood elevation along or sloping toward Sudbury River between Westborough-Hopkinton and Ashland town lines, **as shown in Zone A (100-Year Flood Zone) on the current version of the National Flood Insurance Rate Map (as may be updated by the Federal Emergency Management Agency or its successor from time to time),** is included in the WFP District, and Town of Southborough Natural Resources Map and all wetlands three (3) acres or larger shown thereon are included in the Wetlands and Floodplain District. For the purposes of defining the boundaries of the Conservation District, the map entitled "Planning Board, Town of Southborough, Worcester County, Massachusetts," dated 1964, James V. Sewall Company, Oldtown, Maine, is hereby, by reference, incorporated into and made a part of this chapter, and the Zoning Map, and all land shown on said map as green, shall be deemed to be in the Conservation Districtor do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *The inclusion of this language specifies that the current version of the FEMA floodplain map is to be used to define the Floodplain District. The existing zoning language does not specify the use of the FEMA map, thus creating ambiguity in identifying the District.*

**MOTION MADE: that the Town vote to amend the Zoning Code of the Town of Southborough, by deleting §174-4. Zoning Map, and inserting the language as printed in the warrant.**

**AMENDMENT TO MOTION to postpone indefinitely: FAILS by MAJORITY VOTE.**

Requires 2/3 Vote
**MAIN MOTION PASSED:**
**YES: 25**
**NO: 3**

**Approved by the Attorney General on June 9, 2008.**

***ARTICLE 38***: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting § 174-9(E), "Special Permit Requirements", and inserting the following language:

E. **Nonconforming uses, lots and structures.** Special permits may be issued for the extension or alteration of legally nonconforming uses, structures and lots, including a change in the nonconforming use to another nonconforming use, provided that the Board of Appeals finds that such extension, alteration or change shall not be substantially more detrimental to the neighborhood, will not increase the extent of nonconformance in size or in impact and that the cost thereof shall not exceed fifty percent (50%) of the assessed value of the nonconforming structure at the time of application, **and further provided that the estimate of the cost of any extension or alteration utilized by the Board of Appeals in evaluating the above specified fifty percent (50%) requirement of the assessed value shall not be less than a cost estimate of such extension or alteration based on a nationally recognized building cost estimator manual or system acceptable to the Zoning Board of Appeals.** No special permits under this subsection shall be granted for nonconforming signs subject to Chapter 93 or 93D of the General Laws or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *Current zoning language does not specify how construction cost estimates are to be derived. As the language is intended to limit the amount of alteration in a non-conforming use or structure, it is important to have a well-defined means of estimating cost and one that establishes the standard that all applicants are to use. A clear standard provides a "level playing field" for everyone and a clear method of determination for the Zoning Board of Appeals.*
**MOTION MADE: that the Town vote to amend the Zoning Code of the Town of Southborough, by deleting §174-9(E), "Special Permit Requirements", and inserting the language asprinted in the warrant.**

Requires 2/3 Vote
**MOTION PASSED:**
**YES: 7**
**NO: 1**

**Approved by the Attorney General on June 9, 2008.**

***ARTICLE 39***: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting §174-11.C.11, "Signs", and inserting the following language

11. TEMPORARY SIGNS. Temporary signs shall be removed promptly after the sale, event or reason for the sign message has been concluded. Temporary signs shall not be maintained for more than a **total of 30 days during any twelve month period,** except as may be otherwise specifically provided below, as determined by the Inspector of Buildings, unless proper sign permits have been obtained. A temporary sign erected for the purpose of the sale, lease, rental or construction of real estate is not subject to the 30 day display limitation but shall be removed promptly after such sale, lease, rental or construction has been effected or completed. Temporary signs pertaining to construction shall not be erected prior to the commencement of workor do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: 5 Support, 2 Not Support**
**Summary:** *This language clearly defines what is intended for the use of temporary signs, acknowledging that they are to be used sporadically under special circumstances (sales events, announcements, etc.) for limited periods of time. It also decreases the opportunity for the abuse of using temporary signs, which has occurred in the past.*

**MOTION MADE: that Town vote to amend the Zoning Code of the Town of Southborough, by deleting §174-11.C.11, "Signs", and inserting the language as printed in the warrant.**

**AMENDMENT TO MOTION: TO POSTPONE INDEFINITELY.**
**AMENDMENT TO MOTION FAILS.**

**RETURN TO MAIN MOTION FOR VOTE.**
REQUIRES 2/3 VOTE
**MAIN MOTION FAILS:**
**YES: 42**
**NO: 41**

*ARTICLE 40*: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by deleting §174-12.F, "Parking and Loading Regulations, Egress", and inserting the following language:
**§174-12.F. Parking and Loading Regulations. Access.**

(1) Any driveway likely to service more than two hundred (200) trips per average business day with movement in any direction counting as one trip, whether entering or exiting must comply with the following unless the Board of Appeals grants a Special Permit for an Alternative Configuration, upon its determination that safety will be adequately protected, based on commonly employed engineering standards:

| | On Route 9 | Other Locations |
|---|---|---|
| Exiting vehicle unobstructed sight distance at edge of traveled way | 500 feet | 200 feet |
| Driveway center-line separation from other driveways serving two hundred (200) plus trips | 300 feet | 100 feet |
| Driveway center-line separation from intersecting street side-line | 150 feet | 50 feet |
| Maximum driveway width unless greater width justified by engineered design | 24 feet | 18 feet |
| Curb radius | 50 feet | 25 feet |
| Acceleration/deceleration lanes required | Yes | No |

(2) No existing parcel shall be divided into lots with frontage which would preclude meeting the driveway separation requirements, unless access rights-of-way are deeded to enable shared egress, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *This language states that the title of "egress" will be changed to "access" and defines vehicular access as occurring in both directions of entering and exiting a site. This language states that access both on and off the site is to be used in the required calculations and site geometry.*
**MOTION MADE: that the Town vote to amend the Zoning Code of the Town of Southborough, by deleting §174-12.F, "Parking and Loading Regulations, Egress", and inserting the language as printed in the warrant.**
**MOTION MADE: To postpone indefinitely.**

**MOTION TO POSTPONE INDEFINITELY PASSED by MAJORITY VOTE.**
**YES: 57**
**NO: 30**

**At 11:02pm MOTION was MADE to adjourn Annual Town Meeting to Thursday April 17, 2008 at 7:30pm.**

**MOTION PASSED UNANIMOUSLY.**

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## ADJOURNED ANNUAL TOWN MEETING
### April 17, 2008, Thursday

At the ADJOURNED SESSION of the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Thursday, April 17, 2008 the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 127 voters were present.
**The Town Moderator, John H. Wilson, called the meeting to order at 7:52pm.**

**Checkers:**

**Jolene Chapski**
**Janet M.E. Mattioli**
**Lois W. Denman**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following were appointed by Moderator John H. Wilson and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Timothe Litt** | **148 Woodland Rd** |
| **Carol A. Willoughby** | **189 Parkerville Rd** |
| **Stanley D. Tanenholtz** | **153 Middle Rd** |
| **Sharon A.V. Shoemaker** | **22 Wood St** |
| **Stephen W. Whynot** | **208 Cordaville Rd** |
| **Thomas J. Conlin** | **20 Pinecone Ln** |

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

Jamie Clark, Technical Support Trottier
Emerson Chapski, Girl Scout
Basilio Diaz, Facilities Manager
Karen Galligan, DPW Superintendent
Vanessa D. Hale, Assistant Town Administrator
Kimberly Ivers, Library Director
Peter Johnson, Building Inspector

Abby Jordan, Reporter, MetroWest Daily News
Jean Kitchen, Town Administrator
Vera L. Kolias, Town Planner
Pam LeFrancois, Senior Center Director
Steven Levy, Marlborough City Councilor
John D. Mauro, Jr., Fire Chief
Carla McAuliffe, Town Accountant
Dawn E. Michanowicz, Assistant Town Clerk

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

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***ARTICLE 41***: To see if the Town will vote to accept as a public way William Onthank Lane, together with easements for utilities and access, as described on a plan entitled "Plan of Acceptance of William Onthank Lane Station 0+00 to Station 26+02.09 in Southborough MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, Scale 1"=50' dated March 10, 2008, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: Support 7-0 subject to Selectmen and Planning Board approval**

**Summary:** *This roadway has been built and has been maintained as a public way since 2002 and was intended to become a public way following construction.*

**MOTION MADE: that the Town vote to accept as a public way William Onthank Lane, together with easements for utilities and access, as described on a plan entitled "Plan of Acceptance of William Onthank Lane Station 0+00 to Station 26+02.09 in Southborough MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, Scale 1"=50' dated March 10, 2008.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 42***: To see if the Town will vote to accept a gift of land off Vickery Hill Lane described as Parcel-1 Open Space as shown and depicted on a Plan of Land entitled "Plan of Land of Vickery Hill Estates in Southborough MA" prepared by Connorstone Consulting Civil Engineers, Scale 1"=40' dated July 5, 2000 and revised through September 25, 2000. Said Plan being recorded with the Worcester County Registry of Deeds in Plan Book 766 as Plan 46. Parcel-1 Open Space contains 4.416 ± acres. Parcel-1 Open Space shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Parcel-1 Open Space is granted to the Inhabitants of the Town of Southborough, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: Support subject to Selectmen and Planning Board approval**

**Summary:** *This 4.416-acre parcel of land was set aside as permanent open space as a condition of approval of the Vickery Hill Estates subdivision.*

**MOTION MADE: that the Town vote to accept a gift of land off Vickery Hill Lane described as Parcel-1 Open Space as shown and depicted on a Plan of Land entitled "Plan of Land of Vickery Hill Estates in Southborough, MA" prepared by Connorstone Consulting Civil Engineers, Scale 1"=40' dated July 5, 2000 and revised through September 25, 2000. Said Plan being recorded with the Worcester County Registry of Deeds in Plan Book 766 as Plan 46. Parcel-1 Open space contains 4.416 ± acres. Parcel-1 Open Space shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Parcel-1 Open Space is granted to the Inhabitants of the Town of Southborough.**

REQUIRES 2/3 VOTE

**MOTION PASSED: YES: 73**
**NO: 25**

***ARTICLE 43***: To see if the Town will vote to accept as a public way Vickery Hill Lane, together with easements for utilities and access, as shown on a plan entitled "Plan of Acceptance of Vickery Hill Lane, Station 0+00 to Station 4+77.02, Scale 1"=40' in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated October 16, 2007, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: Support subject to Selectmen and Planning Board approval**

**Summary:** *The purpose of this article is to accept Vickery Hill Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE: that the Town vote to accept as a public way Vickery Hill Lane, together with easements for utilities and access, as shown on a plan entitled "Plan of Acceptance of Vickery Hill Lane, Station 0+00 to Station 4+77.02, Scale 1"=40' in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated October 16, 2007.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 44*: To see if the Town will vote to accept a gift of land off Breakneck Hill Road described as Parcel G as shown and depicted on a Plan of Land entitled "Plan of Land in Southborough, MA.; Owners Marion Mauro and Joan Montvitt; Scale 1" = 60'; Date: March 26, 2006; Prepared By Connorstone Consulting Civil Engineers and Land Surveyors, Inc." Said Plan being recorded in Plan Book 844 as Plan 15. Parcel G contains 80,325 ± square feet (1.844 ± acres). Parcel G shall be subject to the following restrictions, as noted on the above-referenced plan: said G shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Parcel G is granted to the Inhabitants of the Town of Southborough under the care, custody, and control of the Southborough Conservation Commission, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: Support**

**Advisory Committee Recommendation: Support subject to Selectmen and Planning Board approval**

**Summary:** *As part of the site plan approval process for the new commercial building at 134 Turnpike Road, the applicant agreed to donate Parcel G as open space, which is contiguous to the Breakneck Hill Conservation Land.*

**MOTION MADE: that the Town vote to accept a gift of land off Breakneck Hill Road described as Parcel G as shown and depicted on a Plan of Land entitled "Plan of Land in Southborough, MA.; Owners Marion Mauro and Joan Montvitt; Scale 1" =60'; Date: March 28, 2006; Prepared By Connorstone Consulting Civil Engineers and Land Surveyors, Inc." Said Plan being recorded in Plan Book 844 as Plan 15. Parcel G contains 80,325 ± square feet (1.844 ± acres). Parcel G shall be subject to the following restrictions, as noted on the above-referenced plan: said G shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Parcel G is granted to the Inhabitants of the Town of Southborough under the care, custody, and control of the Southborough Conservation Commission.**

REQUIRES 2/3 VOTE

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 45*: To see if the Town will vote to accept a gift of land off Orchard Road described as Lot 7 as shown and depicted on a Plan of Land entitled "Definitive Lot Layout of Grasslands II a subdivision in Southborough, MA, Scale 1" = 40', July 10, 2001, Rim Engineering Co., Inc., Mansfield, MA". Said Plan being recorded with the Worcester County Registry of Deeds in Plan Book 790 as Plan 108. Lot 7 contains 7.25 ± acres. Lot 7 shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Lot 7 is granted to the Inhabitants of the Town of Southborough under the care, custody, and control of the Southborough Conservation Commission, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: Support subject to Selectmen and Planning Board approval**

**Summary:** *This 7.25-acre parcel of land was set aside as permanent open space as a condition of approval of the Orchard Road subdivision.*

**MOTION MADE: that the Town vote to accept a gift of land off Orchard Road described as Lot 7 as shown and depicted on a Plan of Land entitled "Definitive Lot layout of Grasslands II a subdivision in Southborough, MA, Scale 1"=40', July 10, 2001, Rim Engineering Co., Inc., Mansfield, MA". Said Plan being recorded with the Worcester County Registry of Deeds in Plan Book 790 as Plan 108. Lot 7 contains 7.25 ± acres. Lot 7 shall be subject to and with the benefit of easements, restrictions and obligations of record and for purposes of open space and conservation purposes. Lot 7 is granted to the Inhabitants of the Town of Southborough under the care, custody, and control of the Southborough Conservation Commission.**

REQUIRES 2/3 VOTE

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 46*: To see if the Town will vote to accept as a public way Orchard Road, together with easements for utilities, water and access, as shown on a plan entitled "Plan of Acceptance of Orchard Road within the Grasslands II, a subdivision in Southborough, MA Scale 1"=40', dated January 26, 2006, Rim Engineering Company, Inc", or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: Support subject to Selectmen and Planning Board approval**

**Summary:** *The purpose of this article is to accept Orchard Road as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE: that the Town vote to accept as a public way Orchard Road, together with easements for utilities, water and access, as shown on a plan entitled "Plan of Acceptance of Orchard Road within the Grasslands II, a subdivision in Southborough, MA Scale 1"=40', dated January 26, 2006, Rim Engineering Company, Inc".**

**MOTION PASSED UNANIMOUSLY.**

John Wilson, paused the meeting to offer a special tribute to Irene Burkis Tibert, a US Marine, for serving 32 years as Southborough's Veterans Agent and Graves Officer for the countless hours she spent assisting Veterans, their spouses and children in service to our country. The residents in attendance gave her a standing ovation.

***ARTICLE 47***: To see if the Town will vote to accept a Deed of Conveyance from the Permanent Charity Fund of The Boston Foundation Inc., owner of certain parcel of land located at 32 Gilmore Road, Assessor's Map 7, Lot 9 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C. Being the same premises referred to in a Deed recorded on March 2, 1983 in the Worcester Registry of Deeds, Book 7693, Page 7. Said parcel containing .69 acres more or less, or do or act anything in relation thereto.
**Proposed by: Board of Selectmen**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The property at 32 Gilmore Road has been offered to the Town to obtain for asset purposes via a deed in lieu of foreclosure thru Town Meeting. This lot is not eligible for building residential structures and it has a drainage easement currently on it. The property will be held as an asset for future public use or open space.*
**MOTION MADE: that the Town vote to accept a Deed of Conveyance from the Permanent Charity fund of The Boston Foundation Inc., owner of a certain parcel of land located at 32 Gilmore Road, Assessor's Map 7, Lot 9 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C. Being the same premises referred to in a Deed recorded on March 2, 1983 in the Worcester Registry of Deeds, Book 7693, Page7. Said parcel containing .69 acres more or less.**
REQUIRES 2/3 VOTE

**MOTION FAILS:**
**YES: 55**
**NO: 30**

***ARTICLE 48***: To see if the Town will vote pursuant to M.G.L., Chapter 44 § 53 ½ to authorize the use of a revolving fund for the following purposes:

- Immunization/emergency dispensing clinic for the Board of Health up to $6,500
- Inspection services for the Sealer of Weights and Measures, plumbing and wiring for receipts up to $80,000
- Recreation Department for 9-11 Field Maintenance and usage for receipts up to $50,000

, or do or act anything in relation thereto.
**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN AND RECREATION DEPARTMENT**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic; to use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors; and allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee. These revolving funds must be approved annually.*
**MOTION MADE: that the Town vote pursuant to MGL Ch. 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:**
- **Immunization/emergency dispensing clinic for the Board of Health up to $6,500**
- **Inspection services for the Sealer of Weights and Measures, plumbing and wiring for receipts up to $80,000**
- **Recreation Department for 9-11 Field Maintenance and usage for receipts up to $50,000**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 49***: To see if the Town of Southborough will, pursuant to MGL Ch. 82A § 2, vote to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of creating a trench as that term is defined by MGL Ch. 82A § 4 and 520 CMR 14.00, or do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *In Nov. 2007 the Department of Public Safety (DPS) established regulations requiring munipalities to establish a permitting authority to act as the permit granting body for the Town where are created on a public way, municipal property or private property. Passage of this article will allow the Board of Selectmen to determine the Board or official to issue trench permits. DPS has delayed enforcement of these regulations until January 1, 2009.*
**MOTION MADE: that the Town vote, pursuant to MGL Ch. 82A § 2, to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of creating a trench as that term is defined by MGL Ch. 82A § 4 and 520 CMR 14.00.**

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 50*: To see if the Town will vote to authorize the Board of Selectmen to grant an easement and right of way to Massachusetts Electric Company dba National Grid to construct, reconstruct, repair, and maintain one pole (P16-2) with wires and cables installed, on Town of Southborough property, located at 21 Highland Street, shown on Exhibit A entitled "National Grid Southboro Arts Council 21 Highland St, Southboro, Ma", dated 06/01/07, or do or act anything in relation thereto.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow National Grid to have an easement to allow them to maintain a pole on the town property which houses the Arts Center, Facilities Department and Recreation Commission. This pole was installed in order to get appropriate power to the building to operate the elevator.*
**MOTION MADE: that the Town vote to authorize the Board of Selectmen to grant an easement and right of way to Massachusetts Electric Company dba National Grid to construct, reconstruct, repair, and maintain one pole (P16-2) with wires and cables installed , on Town of Southborough property, located at 21 Highland Street, shown on Exhibit A entitled "National Grid Southboro Arts Council 21 Highland St, Southboro, Ma", dated 06/01/07.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE TO LIMIT DEBATE OF ARTICLE 51 TO 45 MINUTES.**
**MOTION CARRIES BY MAJORITY VOTE.**

*ARTICLE 51*: To see if the Town will vote to amend the General Bylaws of the Town, entitled "Code of the Town of Southborough Massachusetts, by inserting a new chapter designated "Chapter 118, Registered Sex Offender Restrictions" as follows:

## CHAPTER 118

## REGISTERED SEX OFFENDER RESTRICTIONS

### § 118-1 Determinations and Intent

A. It is the intent of this bylaw to protect the Town's compelling interest to promote and protect the public health, safety and welfare of the Inhabitants of the Town of Southborough by creating areas around locales where children, the elderly and mentally retarded regularly congregate and wherein certain sex offenders are prohibited from loitering and establishing temporary or permanent residence.

B. It is determined that this bylaw is the most narrowly crafted means of restricting to the fullest extent possible the opportunity for registered sex offenders to approach or interact with children, the elderly and the mentally retarded where such persons routinely and naturally congregate and that the protections of the health and safety of our children, elderly, and mentally retarded is a compelling public and governmental interest.

C. This bylaw is intended to create a civil non punitive regulatory scheme in order to protect children, the elderly, and the mentally retarded to the greatest extent possible under the circumstances of public welfare protections and not as a punitive measure of any kind.

D. Registered sex offenders pose a clear threat to the children, the elderly, and the mentally retarded as vulnerable groups residing in or visiting the Town, because registered sex offenders are more likely than any other type of offender to re-offend for another sexual offense, the Town desires to impose safety precautions in furthering the public purpose of protecting the children, elderly and mentally retarded. The purpose of this Bylaw is to mitigate the potential risk of harm to children, the elderly and the mentally retarded of the Southborough Community by deterring the ability for registered sex offenders to be in contact with unsuspecting children, the elderly, and mentally retarded in locations that are primary utilized by such children, the elderly or mentally retarded, that is the grounds of public and private schools for children centers or facilities that provide day care or children's services, parks, other recreational facilities, elderly housing facilities or facilities for the mentally retarded. The Town desires to add location restrictions to such offenders where state law is silent.

### § 118-2 Definitions

The following words, terms, and phrases when utilized in this Chapter shall have the meanings ascribed to them in this section, except where the context clearly described a different meaning:

1. **"Registered Sex Offender"** for the purposes of this Chapter shall mean: (a) any person who is designated as a sexually violent predator pursuant to Chapter 6, §178C of the Massachusetts General Laws and who is required to register as a sex offender pursuant to the guidelines of the Sex Offender Registry Board; (b) any person who is required to register as a Sex Offender pursuant to Chapter 6, §178C of the Massachusetts General Laws and who is finally classified as a Level 3 offender pursuant to the guidelines of the Sex Offender Registry; and (c) any person who is required to register as a Sex Offender pursuant to Chapter 6, §178C of the Massachusetts General Laws, who is finally classified as a Level 2 offender pursuant to the guidelines of the Sex Offender Registry and who has committed a Sex Offense against a Child, an Elder, and/or a Mentally Retarded Person.

2. **"Sex Offender" and "Sex offense"** shall have the same meaning as provided for in M.G.L. Chapter 6, § 178C.

3. **"Child" or "Children"** shall mean persons under eighteen (18) years of age.

4. **"Elder" or "Elderly"** shall mean persons over sixty (60) years of age.

5. "**Mentally Retarded person"** shall mean, pursuant to M.G.L. Chapter 123B, § 1, a person who, as a result of inadequately developed or impaired intelligence, as determined by clinical authorities as described in the regulations of the Department of Mental Retardation, is substantially limited in his or her ability to learn or adapt, as judged by established standards available for the evaluation of a person's ability to function in the community.

6. **"Park"** any public land designated for active or passive recreational or athletic use by the Town of Southborough, the Commonwealth of Massachusetts or other governmental subdivision, and located within the Town of Southborough.

7. **"School"** any public or private educational facility that provides services to children in grades kindergarden-12.

8. **"School Bus Stop"** Any area designated by the public school district or by a private or parochial school within the Town of Southborough as a school bus stop.

9. **"Recreational facility"** includes, but is not limited to, a playground, a forest preserve, conservation area, jogging trail or running track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court or hockey rink, dance or gymnastic studio, or whether publicly or privately owned, to which the public has a right of access as an invitee and which is located within the Town of Southborough.

10. **"Day Care Center"** any establishment, whether public or private which provides care for children and is registered with and licensed pursuant to the applicable laws of the Commonwealth of Massachusetts by the Office of Child Care Services.

11. **"Elderly housing facility"** a building or buildings on the same lot containing four or more dwelling units restricted to occupancy by households having one or more members fifty-five years of age or older.

12. **"Permanent Residence"** A place where a person lives, abides, lodges, or resides for 14 or more consecutive days.

13. **"Temporary Residence"** A place where a person lives, abides, lodges, or resides for a period of less than 14 consecutive days or 14 days in the aggregate during any calendar year, which is not the person's permanent address or place where the person routinely lives, abides, lodges, or resides and which is not the person's Permanent Residence; but "Temporary Residence" shall not include residence at a hospital or other healthcare or medical facility for less than 14 consecutive days or 14 days in the aggregate during any calendar year.

14. **"Establishing a Residence"**-To set up or bring into being a dwelling place or an abode where a person sleeps, which may include more than one location, and may be mobile or transitory, or by means of purchasing real property or entering into a lease or rental agreement for real property (including a renewal or extension of a prior agreement whether through written execution or automatic renewal).

**§ 118-3 Sexual Offender Residence Prohibition, Restrictions, Penalties.**

A. *Prohibition.* A Registered Sex Offender is prohibited from establishing a Permanent Residence or Temporary Residence within one thousand (1,000) feet of any School, Day Care Center, Park, other Recreational Facility, or Elderly Housing Facility.
B. It is unlawful for any Sex Offender who is finally classified as a level 2 or 3 offender pursuant to the guidelines of the Sex Offender Registry Board, to establish a permanent residence within one thousand (1,000) feet of any School, Day Care Center, Park, or Elderly Housing Facility.
C. *Evidentiary matters measurements.* For purposes of determining the minimum distance separation under this section, the distance shall be measured by following a straight line from the outer property line of the Permanent or Temporary Residence to the nearest outer property line of any School, Day Care Center, Park, Recreational Facility, Elderly Housing Facility.
D. *Exceptions.* A Registered Sex Offender residing within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility does not commit a violation of this section if any of the following apply:

1. The Registered Sex Offender established the Permanent Residence prior to the effective date of this Bylaw, and
    a. Permanent Residence was established by purchasing the real property where the residence is established, as long as the Registered Sex Offender continues to reside in, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw, or
    b. Permanent Residence was established through a valid arm's length, fixed-term, written lease or rental agreement, executed prior to the effective date of this ordinance, as long as the Registered Sex Offender continues to reside within, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw, or
    c. Permanent Residence was established through a verbal lease or rental agreement at the will of the landlord, as long as the Registered Sex Offender continues to reside within, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw.

2. The Registered Sex Offender is a minor living with his or her parent(s) or legal guardian(s), which parent(s) or legal guardian(s) has (have) established a Permanent Residence pursuant to § 118-3.

3. The School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility within one thousand (1,000) feet of the Registered Sex Offender's Permanent Residence was opened after the Registered Sex Offender established the Permanent Residence.

E. *Forfeiture of exception.* If, either after the effective date of this Bylaw or after a new School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility opens, a complaint or an indictment is issued by a court against a Registered Sex Offender otherwise enjoying an exception under subsection D and Judgment enters, that such Sex Offender has committed another Sex Offense, he/she will immediately forfeit that exception and be required to comply with this section.

F. *Notice to move.* A Registered Sex Offender who resides on a permanent or temporary basis within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility shall be in violation of this section and shall, within thirty (30) days of receipt of written notice of the Registered Sex Offender's noncompliance with the chapter, move from said location to a new location, but said location may not be within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility. It shall constitute a separate violation for each day beyond the thirty (30) days the Registered Sex Offender continues to reside within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility. Furthermore, it shall be a violation each day that a Registered Sex Offender shall move from one location in the Town to another that is within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, and Elderly Housing Facility.

G. *Penalties.* Any violation of this section shall be enforced by non-criminal disposition pursuant to M.G.L. c.40 § 21D as follows:
1. First Offense by Registered Sex Offender: Non-criminal fine of $150.00 and notification to offender that he/she has thirty (30) days to move.
2. Subsequent Offense by Registered Sex Offender: Non-criminal fine of $300.00 and notification to offender's parole officer and/or probation officer and the Commonwealth's Sex Offender Registry Board, that the Sex Offender has violated Town's Bylaw.

For purposes of this section, notice shall be deemed to be sufficient and proper if the person service by registered mail, return receipt requested, or receives in hand service or service by a Constable, Sheriff or other person authorized to serve civil process within the Commonwealth of Massachusetts or other service as a court of competent jurisdiction may allow.

**§ 118-4 Additional Exceptions**

1. A person residing within 1,000 feet of any School, Day Care Center, Park, Elderly Housing Facility or recreational facility does not commit a violation of this section if any of the following apply:

    A. The person established the permanent residence and reported and registered the residence prior to April 15, 2008.

B. The person was a minor when he/she committed the offense and was not convicted as an adult.
C. The School, Day Care Center, Park, or Elderly Housing Facility within 1,000 feet of the permanent residence was established after the person established the permanent residence and reported and registered the residence pursuant to the Sex Offender Registry Law.
D. The person is incarcerated in any facility owned, maintained and/or operated by the Town of Southborough.
E. The person is admitted to and or subject to an order of commitment at a public or private facility for the care and treatment of mentally retarded persons pursuant to G.L. c. 123B.
F. The person is a mentally retarded person subject to guardianship pursuant to G.L. c.201 §6 or a mentally retarded person subject to guardianship pursuant to G.L. c.201 §6A, residing with his or her guardian or residing within a group residence that is professionally staffed and supervised 24 hours a day.

**§ 118-5 Safety Zones**

*A. Prohibitions.*

1. A Registered Sex Offender is prohibited from entering upon the premises of a School or Day Care Center unless previously authorized specifically in writing by the School administration or Day Care Center owner.
2. A Registered Sex Offender is prohibited from entering upon the premises of an Elderly Housing Facility unless previously authorized in writing by the on-site manager of the Elderly Housing Facility.
3. A Registered Sex Offender is prohibited from entering upon the premises of a Park or any Recreational Facility.
4. A Registered Sex Offender is prohibited, after having received notice from the Southborough Police Department that he/she is loitering within five hundred (500) feet of a School, a Day Care Center, a Park, any Recreational Facility, or Elderly Housing Facility, from continuing to so loiter or from returning thereto. For purposes of determining the minimum distance separation under this section, the distance shall be measured by following a straight line from the Registered Sex Offender to the outer property line of the School, a Day Care Center, a Park, any Recreational Facility, Elderly Housing Facility or Facility for the Mentally Retarded.
5. A Registered Sex Offender is prohibited, after having received notice from the Southborough Police Department that he/she is loitering within five hundred (500) feet of a School Bus Stop, from continuing to so loiter or from returning thereto, provided, however, that this prohibition shall not apply on days when the schools within the Town of Southborough are not in session.

B. *Exceptions.*

1. The prohibitions defined shall not be construed or enforced so as to prohibit a Registered Sex Offender from exercising his or her right to vote in any federal, state or municipal election, or from attending any religious service.
2. The prohibitions defined do not apply to a Registered Sex Offender's place of residence when such residence is excepted under § 118-3D and § 118-4.

*C. Penalties*

Any violation of this section may be enforced by non-criminal disposition pursuant to M.G.L. c.40, § 21D, resulting in: (1) a non-criminal fine of $150.00 for a first violation; and (2) a non-criminal fine of $300.00 for each additional violation of this section. In lieu of non-criminal disposition, Registered Sex Offenders who commit an additional violation under this section, except for those who are not yet seventeen (17) years of age when they commit any such additional violation, may be subject to immediate arrest under state law. A Registered Sex Offender commits a separate offense for each and every violation of this section.

**§ 118-6 Enforcement**

A. The Southborough Police Department shall be charged and empowered with the enforcement of this chapter.
B. A written list describing the prohibited areas defined in this Bylaw inclusive of School Bus Stops, as well as a map depicting the residency restriction areas and a map depicting the safety zones exclusive of School Bus Stops, shall be created by the Town and maintained by the Southborough Department of Public Works. As to School Bus Stops, the list, and not the map depicting the safety zones, shall govern. The Town shall review both the list and the maps no less than annually for changes. The list, the maps and a copy of this Bylaw will be available to the public at the Southborough Police Department and Southborough Clerk's Office, and on the Town of Southborough website.

**§ 118-7 Severability**

If any clause, sentence, paragraph, subdivision, section or other part of this Bylaw shall for any reason be adjudged by any court of competent jurisdiction to be unconstitutional or otherwise invalidated, such judgment shall not affect, impair or invalidate the remainder of this by-law, and it shall be construed to have been the legislative intent to enact this by-law without such unconstitutional or invalid parts therein.
, or take any action relative thereto.

Town of Southborough
ADJOURNED ANNUAL TOWN MEETING
April 17, 2008, Thursday

**Proposed by: POLICE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**

**MOTION MADE: that the Town Vote to amend the General Bylaws of the Town, entitled "Code of the Town of Southborough Massachusetts, by inserting a new chapter designated "Chapter 118, Registered Sex Offender Restrictions" as printed in the warrant.**
REQUIRES MAJORITY VOTE

**MOTION CARRIES BY MAJORITY VOTE:**
**YES: 47**
**NO: 32**

**On Oct. 9, 2008 the Attorney General disapproved 2 paragraphs from §118-5 Safety Zones, under *Section A. Prohibitions: Sections 4 and 5* and one sentence in *Sec. (C)*. The By-Law now reads in its entirety:**

*ARTICLE 51*: To see if the Town will vote to amend the General Bylaws of the Town, entitled "Code of the Town of Southborough Massachusetts, by inserting a new chapter designated "Chapter 118, Registered Sex Offender Restrictions" as follows:

## CHAPTER 118
## REGISTERED SEX OFFENDER RESTRICTIONS

### § 118-1 Determinations and Intent

A. It is the intent of this bylaw to protect the Town's compelling interest to promote and protect the public health, safety and welfare of the Inhabitants of the Town of Southborough by creating areas around locales where children, the elderly and mentally retarded regularly congregate and wherein certain sex offenders are prohibited from loitering and establishing temporary or permanent residence.

B. It is determined that this bylaw is the most narrowly crafted means of restricting to the fullest extent possible the opportunity for registered sex offenders to approach or interact with children, the elderly and the mentally retarded where such persons routinely and naturally congregate and that the protections of the health and safety of our children, elderly, and mentally retarded is a compelling public and governmental interest.

C. This bylaw is intended to create a civil non punitive regulatory scheme in order to protect children, the elderly, and the mentally retarded to the greatest extent possible under the circumstances of public welfare protections and not as a punitive measure of any kind.

D. Registered sex offenders pose a clear threat to the children, the elderly, and the mentally retarded as vulnerable groups residing in or visiting the Town, because registered sex offenders are more likely than any other type of offender to re-offend for another sexual offense, the Town desires to impose safety precautions in furthering the public purpose of protecting the children, elderly and mentally retarded. The purpose of this Bylaw is to mitigate the potential risk of harm to children, the elderly and the mentally retarded of the Southborough Community by deterring the ability for registered sex offenders to be in contact with unsuspecting children, the elderly, and mentally retarded in locations that are primary utilized by such children, the elderly or mentally retarded, that is the grounds of public and private schools for children centers or facilities that provide day care or children's services, parks, other recreational facilities, elderly housing facilities or facilities for the mentally retarded. The Town desires to add location restrictions to such offenders where state law is silent.

### § 118-2 Definitions

The following words, terms, and phrases when utilized in this Chapter shall have the meanings ascribed to them in this section, except where the context clearly described a different meaning:

1. **"Registered Sex Offender"** for the purposes of this Chapter shall mean: (a) any person who is designated as a sexually violent predator pursuant to Chapter 6, §178C of the Massachusetts General Laws and who is required to register as a sex offender pursuant to the guidelines of the Sex Offender Registry Board; (b) any person who is required to register as a Sex Offender pursuant to Chapter 6, §178C of the Massachusetts General Laws and who is finally classified as a Level 3 offender pursuant to the guidelines of the Sex Offender Registry; and (c) any person who is required to register as a Sex Offender pursuant to Chapter 6, §178C of the Massachusetts General Laws, who is finally classified as a Level 2 offender pursuant to the guidelines of the Sex Offender Registry and who has committed a Sex Offense against a Child, an Elder, and/or a Mentally Retarded Person.

2. **"Sex Offender" and "Sex offense"** shall have the same meaning as provided for in M.G.L. Chapter 6, § 178C.

3. **"Child" or "Children"** shall mean persons under eighteen (18) years of age.

4. **"Elder" or "Elderly"** shall mean persons over sixty (60) years of age.

5. "**Mentally Retarded person"** shall mean, pursuant to M.G.L. Chapter 123B, § 1, a person who, as a result of inadequately developed or impaired intelligence, as determined by clinical authorities as described in the regulations of the Department of Mental Retardation, is substantially limited in his or her ability to learn or adapt, as judged by established standards available for the evaluation of a person's ability to function in the community.

6. **"Park"** any public land designated for active or passive recreational or athletic use by the Town of Southborough, the Commonwealth of Massachusetts or other governmental subdivision, and located within the Town of Southborough.

7. **"School"** any public or private educational facility that provides services to children in grades kindergarden-12.

8. **"School Bus Stop"** Any area designated by the public school district or by a private or parochial school within the Town of Southborough as a school bus stop.

9. **"Recreational facility"** includes, but is not limited to, a playground, a forest preserve, conservation area, jogging trail or running track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court or hockey rink, dance or gymnastic studio, or whether publicly or privately owned, to which the public has a right of access as an invitee and which is located within the Town of Southborough.

10. **"Day Care Center"** any establishment, whether public or private which provides care for children and is registered with and licensed pursuant to the applicable laws of the Commonwealth of Massachusetts by the Office of Child Care Services.

11. **"Elderly housing facility"** a building or buildings on the same lot containing four or more dwelling units restricted to occupancy by households having one or more members fifty-five years of age or older.

12. **"Permanent Residence"** A place where a person lives, abides, lodges, or resides for 14 or more consecutive days.

13. **"Temporary Residence"** A place where a person lives, abides, lodges, or resides for a period of less than 14 consecutive days or 14 days in the aggregate during any calendar year, which is not the person's permanent address or place where the person routinely lives, abides, lodges, or resides and which is not the person's Permanent Residence; but "Temporary Residence" shall not include residence at a hospital or other healthcare or medical facility for less than 14 consecutive days or 14 days in the aggregate during any calendar year.

14. **"Establishing a Residence"**-To set up or bring into being a dwelling place or an abode where a person sleeps, which may include more than one location, and may be mobile or transitory, or by means of purchasing real property or entering into a lease or rental agreement for real property (including a renewal or extension of a prior agreement whether through written execution or automatic renewal).

### § 118-3 Sexual Offender Residence Prohibition, Restrictions, Penalties.

A. *Prohibition.* A Registered Sex Offender is prohibited from establishing a Permanent Residence or Temporary Residence within one thousand (1,000) feet of any School, Day Care Center, Park, other Recreational Facility, or Elderly Housing Facility.

B. It is unlawful for any Sex Offender who is finally classified as a level 2 or 3 offender pursuant to the guidelines of the Sex Offender Registry Board, to establish a permanent residence within one thousand (1,000) feet of any School, Day Care Center, Park, or Elderly Housing Facility.

C. *Evidentiary matters measurements.* For purposes of determining the minimum distance separation under this section, the distance shall be measured by following a straight line from the outer property line of the Permanent or Temporary Residence to the nearest outer property line of any School, Day Care Center, Park, Recreational Facility, Elderly Housing Facility.

D. *Exceptions.* A Registered Sex Offender residing within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility does not commit a violation of this section if any of the following apply:

    1. The Registered Sex Offender established the Permanent Residence prior to the effective date of this Bylaw, and

        a. Permanent Residence was established by purchasing the real property where the residence is established, as long as the Registered Sex Offender continues to reside in, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw, or

   b. Permanent Residence was established through a valid arm's length, fixed-term, written lease or rental agreement, executed prior to the effective date of this ordinance, as long as the Registered Sex Offender continues to reside within, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw, or
   c. Permanent Residence was established through a verbal lease or rental agreement at the will of the landlord, as long as the Registered Sex Offender continues to reside within, and does not move to another restricted location in Southborough different from, the Permanent Residence established prior to the effective date of this Bylaw.
2. The Registered Sex Offender is a minor living with his or her parent(s) or legal guardian(s), which parent(s) or legal guardian(s) has (have) established a Permanent Residence pursuant to § 118-3.
3. The School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility within one thousand (1,000) feet of the Registered Sex Offender's Permanent Residence was opened after the Registered Sex Offender established the Permanent Residence.

E. *Forfeiture of exception.* If, either after the effective date of this Bylaw or after a new School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility opens, a complaint or an indictment is issued by a court against a Registered Sex Offender otherwise enjoying an exception under subsection D and Judgment enters, that such Sex Offender has committed another Sex Offense, he/she will immediately forfeit that exception and be required to comply with this section.

F. *Notice to move.* A Registered Sex Offender who resides on a permanent or temporary basis within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility shall be in violation of this section and shall, within thirty (30) days of receipt of written notice of the Registered Sex Offender's noncompliance with the chapter, move from said location to a new location, but said location may not be within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility. It shall constitute a separate violation for each day beyond the thirty (30) days the Registered Sex Offender continues to reside within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, or Elderly Housing Facility. Furthermore, it shall be a violation each day that a Registered Sex Offender shall move from one location in the Town to another that is within one thousand (1,000) feet of any School, Day Care Center, Park, Recreational Facility, and Elderly Housing Facility.

G. *Penalties.* Any violation of this section shall be enforced by non-criminal disposition pursuant to M.G.L. c.40 § 21D as follows:
   1. First Offense by Registered Sex Offender: Non-criminal fine of $150.00 and notification to offender that he/she has thirty (30) days to move.
   2. Subsequent Offense by Registered Sex Offender: Non-criminal fine of $300.00 and notification to offender's parole officer and/or probation officer and the Commonwealth's Sex Offender Registry Board, that the Sex Offender has violated Town's Bylaw.

For purposes of this section, notice shall be deemed to be sufficient and proper if the person receives by registered mail, return receipt requested, or receives in hand service or service by a Constable, Sheriff or other person authorized to serve civil process within the Commonwealth of Massachusetts or other service as a court of competent jurisdiction may allow.

### § 118-4 Additional Exceptions

1. A person residing within 1,000 feet of any School, Day Care Center, Park, Elderly Housing Facility or recreational facility does not commit a violation of this section if any of the following apply:

   A. The person established the permanent residence and reported and registered the residence prior to April 17, 2008.
   B. The person was a minor when he/she committed the offense and was not convicted as an adult.
   C. The School, Day Care Center, Park, or Elderly Housing Facility within 1,000 feet of the permanent residence was established after the person established the permanent residence and reported and registered the residence pursuant to the Sex Offender Registry Law.
   D. The person is incarcerated in any facility owned, maintained and/or operated by the Town of Southborough.
   E. The person is admitted to and or subject to an order of commitment at a public or private facility for the care and treatment of mentally retarded persons pursuant to G.L. c. 123B.
   F. The person is a mentally retarded person subject to guardianship pursuant to G.L. c.201 §6 or a mentally retarded person subject to guardianship pursuant to G.L. c.201 §6A, residing with his or her guardian or residing within a group residence that is professionally staffed and supervised 24 hours a day.

### § 118-5 Safety Zones

*A. Prohibitions.*

1. A Registered Sex Offender is prohibited from entering upon the premises of a School or Day Care Center unless previously authorized specifically in writing by the School administration or Day Care Center owner.
2. A Registered Sex Offender is prohibited from entering upon the premises of an Elderly Housing Facility unless previously authorized in writing by the on-site manager of the Elderly Housing Facility.
3. A Registered Sex Offender is prohibited from entering upon the premises of a Park or any Recreational Facility.

B. *Exceptions*

(1) The prohibitions defined shall not be construed or enforced so as to prohibit a Registered Sex Offender from exercising his or her right to vote in any federal, state or municipal election, or from attending any religious service.

(2) The prohibitions defined do not apply to a Registered Sex Offender's place of residence when such residence is excepted under § 118-3D and § 118-4.

C. *Penalties*

Any violation of this section may be enforced by non-criminal disposition pursuant to M.G.L. c.40, § 21D, resulting in: (1) a non-criminal fine of $150.00 for a first violation; and (2) a non-criminal fine of $300.00 for each additional violation of this section. A Registered Sex Offender commits a separate offense for each and every violation of this section.

### § 118-6 Enforcement

A. The Southborough Police Department shall be charged and empowered with the enforcement of this chapter.

B. A written list describing the prohibited areas defined in this Bylaw inclusive of School Bus Stops, as well as a map depicting the residency restriction areas and a map depicting the safety zones exclusive of School Bus Stops, shall be created by the Town and maintained by the Southborough Department of Public Works. As to School Bus Stops, the list, and not the map depicting the safety zones, shall govern. The Town shall review both the list and the maps no less than annually for changes. The list, the maps and a copy of this Bylaw will be available to the public at the Southborough Police Department and Southborough Clerk's Office, and on the Town of Southborough website.

### § 118-7 Severability

If any clause, sentence, paragraph, subdivision, section or other part of this Bylaw shall for any reason be adjudged by any court of competent jurisdiction to be unconstitutional or otherwise invalidated, such judgment shall not affect, impair or invalidate the remainder of this by-law, and it shall be construed to have been the legislative intent to enact this by-law without such unconstitutional or invalid parts therein.

***ARTICLE 52***: To see if the Town will vote to authorize the Recreation Revolving Account under Massachusetts General Law Chapter 44, § 53D for the fiscal year beginning on July 1, 2008, and to do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**

**Summary:** *This article will allow the Recreation Commission to have a revolving fund which must be approved annually.*

**MOTION MADE: that the Town vote to authorize the Recreation Revolving Account under Massachusetts General Law Ch. 44, §53D for the fiscal year beginning on July 1, 2008.**

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 53: Voted on 4/14/08 see page 15***

**At 9:36pm MOTION MADE TO DISSOLVE ANNUAL TOWN MEETING PASSED UNANIMOUSLY.**

True Copy
Attest:

Paul J. Berry, Town Clerk

**Town of Southborough**
**ANNUAL TOWN MEETING**
**April 13, 2009**

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 13, 2009 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 227 voters were present.

**Checkers:**

| | |
|---|---|
| **Jolene Chapski** | **Lidia A. Kiley** |
| **Janet M.E. Mattioli** | **Linda C. Hubley** |
| **Lois W. Denman** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Joseph Laning** | **9 Maplecrest Dr** |
| **Cynthia DelaPena** | **183 Cordaville Rd** |
| **Dennis Flynn** | **47 Presidential Dr** |
| **George Pedersen, Jr** | **11 Strawberry Hill Rd** |
| **Janice Conlin** | **20 Pinecone Lane** |
| **Thomas Conlin** | **20 Pinecone Lane** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:16 pm.**

The Colors were presented by The GIRL SCOUTS from 3Troops:

- **Troop 7099**
  - Christina Forrest- signed the pledge of Allegiance for the deaf
  - Emily Hunt
  - Annemarie Moy
- **Troop 7100**
  - Alexa DeLePena
  - Caleigh Logan
  - Sophie Parente
- **Troop 7102**
  - Jenny Davis
  - Nicole Zucker
  - Amelia Kallagher

A moment of silence was held in memory of those persons who have served the Town in the past:

Philip C. Beals, Planning Board, Board of Registrars
Charles Corbett, Cemetery Commissioner
Walter Eremich, Advisory Committee
Louise Fabrizio, Friends of the Library
Laverne Ferris, Teacher, Recreation Department
John L. Hubley, Communications Officer Fire and Police Departments
Ann Leavitt, Conservation Commission
Julian J. Montvitt, Jr., Highway Department
Leo J. Pessini, Jr., Water Commissioner
Mary Stacey, Finn School Librarian, Substitute Teacher for Finn and Neary Schools
William H. Webber, Police Chief

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

**Town of Southborough**
**ANNUAL TOWN MEETING**
**April 13, 2009**

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Jamie Clark, Technical Support Trottier**
**Patrick Collins, Director of Business, Assabet Valley**
**Emily Coombs**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**Vanessa D. Hale, Assistant Town Administrator**
**Abby Jordan, Reporter, MetroWest Daily News**
**Jean Kitchen, Town Administrator**
**Patrice Kline, SEIU**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Shirley Lundberg, Member, Regional School Committee**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Dawn E. Michanowicz, Assistant Town Clerk**
**Jane T. Moran, Police Chief**
**Mary Jo Nawrocki, Superintendent Assabet Valley**
**Paul C. Pisinski, Public Health Director**
**Ewa Pytowska, Assistant Superintendent of Southborough Schools**
**Phil Rinehart, Facilities Manager**
**Beth Rosenblum, Conservation Administrator**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Jean Tower, Director of Technology, Southborough Schools**
**David White, Director of Facilities, Southborough Schools**
**John Woodsmall, Town Engineer**
**GIRL SCOUT Leaders: Jacqui Forrest and Maureen Robertson**

**MOTION MADE: To waive the reading of the entire Warrant.**
**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.
**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

*MOTION MADE:* that the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.
**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- Louis Fazen, Report from the Board of Health on the new "Timothy P. Stone Award"
- Police on their building renovation
- Donald Morris, on the Planning Board
- Vera Kolias, ZAC Report on Zoning Map
- Fire Chief John Mauro, on the Ladder Truck Committee
- Andrew Mills, on the CPC (Community Preservation Committee)
- Bill Boland, on the Budget Report
- John Butler, Advisory Committee on the Advisory report

**MOTION TO ADJOURN Annual Town Meeting at 8:05pm to have the Special Town Meeting PASSED UNANIMOUSLY.**

# Town of Southborough
# SPECIAL TOWN MEETING
## April 13, 2009

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 13, 2009 at 8:00pm the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 227 voters were present.

**Checkers:**

| | |
|---|---|
| **Jolene Chapski** | **Lidia A. Kiley** |
| **Janet M.E. Mattioli** | **Linda C. Hubley** |
| **Lois W. Denman** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Joseph Laning** | **9 Maplecrest Dr** |
| **Cynthia DelaPena** | **183 Cordaville Rd** |
| **Dennis Flynn** | **47 Presidential Dr** |
| **George Pedersen, Jr** | **11 Strawberry Hill Rd** |
| **Janice Conlin** | **20 Pinecone Lane** |
| **Thomas Conlin** | **20 Pinecone Lane** |

**The Town Moderator, David A. Coombs, called the SPECIAL Town Meeting to order at 8:06pm.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting. Moderator Coombs noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Jamie Clark, Technical Support Trottier**
**Patrick Collins, Director of Business, Assabet Valley**
**Emily Coombs**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**Vanessa D. Hale, Assistant Town Administrator**
**Abby Jordan, Reporter, MetroWest Daily News**
**Jean Kitchen, Town Administrator**
**Patrice Kline, SEIU**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Shirley Lundberg, Member, Regional School Committee**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Dawn E. Michanowicz, Assistant Town Clerk**
**Jane T. Moran, Police Chief**
**Mary Jo Nawrocki, Superintendent Assabet Valley**
**Paul C. Pisinski, Public Health Director**
**Ewa Pytowska, Assistant Superintendent of Southborough Schools**
**Phil Rinehart, Facilities Manager**
**Beth Rosenblum, Conservation Administrator**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Jean Tower, Director of Technology, Southborough Schools**
**David White, Director of Facilities, Southborough Schools**
**John Woodsmall, Town Engineer**

*ARTICLE 1*: To see if the Town will vote to authorize revolving funds under Massachusetts General Laws, Chapter 44, Section 53E ½ for the current fiscal year which began on July 1, 2008 for:

- o Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000

, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Fire and Police and DPW departments to cover departmental costs incurred by responding to incidents involving hazardous materials.*

**MOTION MADE:** that the Town vote to authorize revolving funds under Massachusetts General Laws, Chapter 44, Section 53E ½ for the current fiscal year which began on July 1, 2008 as follows:

Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 2***: To see if the Town will vote to dissolve the School Building Committee, which was created by Town Meeting on January 27, 1996, Article 10, or do or act anything in relation thereto.
**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The school building committee has completed their responsibilities and can only be dissolved by Town Meeting.*

**MOTION MADE:** that the Town vote to dissolve the School Building Committee, which was created by Town Meeting on January 27, 1996, Article 10.
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 3***: To see if the Town will vote to transfer from the Water Reserve Fund and appropriate the sum of $18,552.50 for the purpose of paying debt service due in FY09 for new water projects, or do or act anything in relation thereto.

**Sponsored by: FINANCE DIRECTOR**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This 18,522.50 transfer from the water reserve account to interest on debt water #6161-751 will be applied to debt service interest due in FY09 for new water projects.*

***MOTION MADE:*** that the Town vote to transfer from the Water Reserve Fund and appropriate the sum of $18,552.50 for the purpose of paying debt service due in FY09 for new water projects.
REQUIRES 9/10 VOTE
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To see if the Town will vote to transfer from 751 Debt Interest to 752 Short Term Debt Interest the sum of $6,176.25 for the purpose of paying debt service due in FY09 for the Neary School Project Phase 2, or do or act anything in relation thereto.

**Sponsored by: FINANCE DIRECTOR**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This $6,176.25 transfer from 751 Debt Interest to 752 Short Term Interest will be applied to short- term debt service interest due in FY09 for the Neary Project Phase 2.*

***MOTION MADE:*** that the Town vote to transfer from 751 Debt Interest to 752 Short Term Debt Interest the sum of $6,176.25 for the purpose of paying debt service due in FY09 for the Neary School Project Phase 2.
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to allow the Tax Collector to charge for each written demand issued by said Tax Collector a fee of $20.00 to be added to and collected as part of the tax pursuant to the provision of Massachusetts General Law, Chapter 60, Section 15 as amended, or do or act anything in relation thereto.

**Sponsored by: FINANCE DIRECTOR**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This proposal updates fees for unpaid taxes from $5.00 to $20.00. This would apply to real estate, personal property, and motor vehicle excise demand fees. The fee was last changed in 1986 from $2.00 to $5.00. This will take effect upon passage.*

***MOTION MADE:*** that the Town vote to allow the Tax Collector to charge for each written demand issued by said Tax Collector a fee of $20.00 to be added to and collected as part of the tax pursuant to the provision of Massachusetts General Law, Chapter 60, Section 15 as amended.

**MOTION PASSED by MAJORITY VOTE.**

***ARTICLE 6***: To see if the Town will vote to approve an amendment to the Assabet Valley Regional Vocational School District Agreement that would permit the election of members of the Assabet Valley Regional School District at a District-wide election to be held on the biennial state election ballot, as permitted by Chapter 71, Section 14(E)(3) of the Massachusetts General Laws and make various related changes to the Assabet Valley Regional School District Agreement, which amendment shall be in the form set forth below, or do or act anything in relation thereto:

**Town of Southborough**
**SPECIAL TOWN MEETING**
**April 13, 2009**

## AMENDMENT NUMBER 3
## AMENDMENT TO THE ASSABET VALLEY REGIONAL VOCATIONAL HIGH SCHOOL DISTRICT AGREEMENT

The agreement providing for the establishment of the Assabet Valley Regional Vocational High School District, as amended, (the "District Agreement") is further amended as follows:

1. Strike out SECTION I and insert in lieu thereof the following:

SECTION 1. THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A.) Composition and Election

1. The powers and duties of the vocational regional school district shall be vested in and exercised by a vocational regional school district committee, hereinafter sometimes referred to as the "Committee", which shall have all the powers and duties conferred and imposed upon school committees and vocational school districts by general and special law and by this Agreement and which shall consist of seven members to be elected by all of the voters of the Assabet Valley Regional Vocational School District, hereinafter sometimes referred to as the "District", voting in a District election to be held at the biennial state elections. The term of office of each member shall be four years, commencing with the date of the biennial state election at which each such member was elected and thereafter, until their respective successors have been duly elected and qualified. One member of the Committee shall at all times be a resident of the City of Marlborough and of each of the Towns of Berlin, Hudson. Maynard, Northborough, Southborough and Westborough.

2. Vacancies which occur on the Committee shall be filled by majority vote of the Selectmen or the City Council, as the case may be, in the member town or city in which the vacancy arises. An appointee filling any such vacancy shall serve the unexpired portion of the term.

3. The members of the Committee incumbent on the effective date of this amendment from the Towns of Berlin, Hudson, and Maynard, and from the City of Marlborough shall hold office until the 2010 biennial state election, and until their successors have been elected and qualified as herein provided. The members of the Committee incumbent on the effective date of this amendment from the Towns of Northborough, Southborough and Westborough shall hold office until the 2012 biennial state election, and until their successors have been elected and qualified, as herein provided.

(B.) Nominations

Nominations for membership on the Committee shall be made in accordance with all the procedures prescribed by Massachusetts General Laws, Chapter 53, §122, as from time to time amended, and other pertinent provisions of law.

(C.) Organization

Annually, at the first regular meeting of the Committee following the first Tuesday next after the first Monday in November, the Committee shall organize and choose by ballot a chairman and a vice chairman from among its own membership.

(D.) Quorum

A quorum for the transaction of business shall consist of a majority of the Committee but a lesser number may adjourn.

(E.) Ballot Format

The names and addresses of the candidates shall be arranged on the ballot according to the city or town in which they reside with a separate category for each city or town, the seat for which on the district School Committee is being filled in that election. For each category, there shall be printed such directions as will instruct the voter to vote for the number of candidates to be elected in each town.

(F.) Powers and Duties

The Committee shall have all the powers and duties confirmed and imposed upon it by this Agreement and such other additional powers and duties as are specified in Chapter 513 of the Acts of 1966, and any amendments thereof or additions thereto, now or hereafter enacted, or as may be specified in any other applicable general or special law.

2. This amendment to the Regional District Agreement shall become effective upon acceptance of said amendment by each of the member municipalities (as defined in the District Agreement) as provided for in Section VII of said Agreement.

**Sponsored by: ASSABET VALLEY REGIONAL TECHNICAL SCHOOL**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will bring the regional school into compliance with respect to the composition and election of the school committee members.*

***MOTION MADE:*** that the Town vote to approve an amendment to the Assabet Valley Regional Vocational School District Agreement that would permit the election of members of the Assabet Valley Regional School District at a District-wide election to be held on the biennial state election ballot, as permitted by Chapter 71, Section 14(E)(3) of the Massachusetts General Laws and make various related changes to the Assabet Valley Regional School District Agreement, as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

**At 8:16pm it was unanimously voted to dissolve the SPECIAL TOWN MEETING.**

**Motion made to resume ANNUAL TOWN MEETING at 8:17pm.**
**MOTION VOTED UNANIMOUSLY.**

***ARTICLE 2***: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

***MOTION MADE:*** that the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 3***: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2009 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

***MOTION MADE:*** that the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2009 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

**Proposed by: CAPITAL BUDGET PLANNING COMMITTEE**
**Board of Selectmen Recommendation:**
**Advisory Committee Recommendation:**
**Summary:** *The Capital Budget Planning Committee does not have a report this year.*

***MOTION MADE:*** **TO POSTPONE INDEFINITELY.**
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E and F of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment for less than Full-Time Employment.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Step Rate" means a rate in a Range of compensation grade.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate change therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

## SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

a. The **bi-weekly** pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. **a week after** the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E and F of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

## SECTION 7. ADJUSTMENT POLICIES

a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such one-step increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a trial period before the promotional one step rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period (which shall not exceed three months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL

a. **Pre-employment** physical examinations will be required of employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made therefrom only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation for the first year of employment with the Town. The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work-connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the employee's Anniversary Date (new employees shall be granted three personal days when they commence employment). Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.
(3) Blood donation authorized by the Department Head.
(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus **subject to appropriation**, according to the following schedule:

| | |
|---|---|
| Associates Degree... | $ 800.00 |
| Bachelors Degree... | $1,200.00 |
| Masters Degree... | $1,500.00 |

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.
b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.
b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

## SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before November 30th of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

## SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

## SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may present the petition to the next Annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

## SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## SECTION 20: CLASSIFICATION SCHEDULE

[see changes of CLASSIFICATION SCHEDULE on page 21]

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 32,448 | 33,746 | 35,096 | 36,500 | 37,960 | 39,478 | 40,662 | 41,882 | * |
| II | 37,856 | 39,370 | 40,945 | 42,583 | 44,286 | 46,058 | 47,440 | 48,863 | * |
| III | 43,264 | 44,995 | 46,794 | 48,666 | 50,613 | 52,637 | 54,216 | 55,843 | * |
| IV | 48,672 | 50,619 | 52,644 | 54,749 | 56,939 | 59,217 | 60,994 | 62,823 | * |
| V | 59,488 | 61,868 | 64,342 | 66,916 | 69,593 | 72,376 | 74,547 | 76,784 | * |
| VI | 64,896 | 67,492 | 70,192 | 72,999 | 75,919 | 78,956 | 81,325 | 83,764 | * |
| VII | 81,120 | 84,365 | 87,739 | 91,249 | 94,899 | 98,695 | 101,656 | 104,706 | * |

**Step 9 salary is determined annually on a case by case basis, based on a performance evaluation & department head recommendation, per Section 16(e) of this plan.*

## SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Maintenance Mechanic | II |
| Outreach Coordinator | II |
| Program Coordinator, | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Staff Engineer | III |
| Director, Council on Aging | IV |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Facilities Manager | V |
| Library Director | V |
| Police Lieutenant | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Planner | V |
| Town Engineer | V |
| Treasurer-Collector | V |
| Director, Youth & Family Services | V |
| Finance Director | VI |
| Superintendent of Public Works | VII |

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Library Page (P.T.) | 1 |
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| **Part-Time Police Dispatcher** | **9** |
| **Reserve Police Officer** | **10** |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Nurse | 13 |
| Electrician | 13 |

Hourly Rates for Part-Time Positions

| Grade | Minimum | Maximum |
|---|---|---|
| 1 | **$6.55** | $7.70 |
| 2 | $8.34 | $12.35 |
| 3 | $8.84 | $12.98 |
| 4 | $9.26 | $13.78 |
| 5 | $9.71 | $14.49 |
| 6 | $10.25 | $15.22 |
| 7 | $10.73 | $15.95 |
| 8 | $11.26 | $16.77 |
| 9 | $11.82 | $17.62 |
| 10 | $12.54 | $18.66 |
| 11 | $13.87 | $20.70 |
| 12 | $21.00 | $28.00 |
| 13 | $29.00 | $41.00 |

***The federal minimum wage will be raised to $7.25 per hour effective July 24, 2009.***

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $2,500 |
| Veterans' Agent and Director of Veterans' Services | **$10,000** |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Junior Playground Counselor | 1 |
| Senior Playground Counselor | 2 |
| Assistant Instructor | 2 |
| Assistant Supervisor | 3 |
| Monitors | 3 |
| Lifeguards | 4 |

| | |
|---|---|
| Instructors I | 5 |
| School Monitors | 6 |
| Activity Coordinator | 6 |
| Program Driver | 6 |
| Coordinator/Supervisor | 11 |
| Program Assistant/Coordinator | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

LONGEVITY SCHEDULE: Full-Time Employees – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | $1,500 |

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This version of the Salary Administration Plan [Personnel by-law] replaces the existing by-law. Changes are noted in* ***bold.***

***MOTION MADE:*** that the Town vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the Salary Administration Plan as printed in the warrant, effective July 1, 2009.

**AMENDMENT TO THE MOTION:** that the Classification Schedule Part II, as printed below, also be added to Section 20 of Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL effective July 1, 2009.

**Classification Schedule Part I**
**Approved by the Personnel Board – Feb. 19, 2009**

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 32,448 | 33,746 | 35,096 | 36,500 | 37,960 | 39,478 | 40,662 | 41,882 | * |
| II | 37,856 | 39,370 | 40,945 | 42,583 | 44,286 | 46,058 | 47,440 | 48,863 | * |
| III | 43,264 | 44,995 | 46,794 | 48,666 | 50,613 | 52,637 | 54,216 | 55,843 | * |
| IV | 48,672 | 50,619 | 52,644 | 54,749 | 56,939 | 59,217 | 60,994 | 62,823 | * |
| V | 59,488 | 61,868 | 64,342 | 66,916 | 69,593 | 72,376 | 74,547 | 76,784 | * |
| VI | 64,896 | 67,492 | 70,192 | 72,999 | 75,919 | 78,956 | 81,325 | 83,764 | * |
| VII | 81,120 | 84,365 | 87,739 | 91,249 | 94,899 | 98,695 | 101,656 | 104,706 | * |

**Classification Schedule Part II [Result of 1% decrease in salaries at the request of the Board of Selectmen]**
**Approved by the Personnel Board – Apr. 8, 2009**

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 32,124 | 33,409 | 34,745 | 36,135 | 37,580 | 39,083 | 40,256 | 41,463 | * |
| II | 37,477 | 38,976 | 40,536 | 42,157 | 43,843 | 45,597 | 56,965 | 48,374 | * |
| III | 42,831 | 44,545 | 46,326 | 48,179 | 50,107 | 52,111 | 53,674 | 55,284 | * |
| IV | 48,185 | 50,113 | 52,118 | 54,202 | 56,370 | 58,625 | 60,384 | 62,195 | * |
| V | 58,893 | 61,249 | 63,699 | 66,247 | 68,897 | 71,652 | 73,802 | 76,016 | * |
| VI | 64,247 | 66,817 | 69,490 | 72,269 | 75,160 | 78,166 | 80,511 | 82,947 | * |
| VII | 80,309 | 83,521 | 86,863 | 90,337 | 93,950 | 97,708 | 100,639 | 103,658 | * |

***Step 9 salary is determined annually on a case by case basis, based on a performance evaluation & department head recommendation, per Section 16(e) of this plan.**

**Footnote:**

1. **SAP staff in Schedule A – Full-Time Salaried Positions – will revert back two steps in FY10 as they transition to Classification Schedule Part 1 [from the FY 2009 grid], although their salary will remain the same. At their FY10 anniversary date, they will be eligible to advance one step by transitioning to the proposed Classification Schedule Part II.**
2. **Classification Schedule Part II reflects a 1% decrease in every salary, at the request of the Board of Selectmen. All salaries lines for affected employees in this schedule have been reduced by 1%.**
3. **Classification Schedule Part I is a transitional grid being used during FY10 to facilitate moving employees from the grid to Classification Schedule Part II.**

**AMENDMENT TO MOTION: PASSED BY MAJORITY VOTE**

**ORIGINAL MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE, as printed in the Warrant, effective July 1, 2009.**

*ARTICLE 6*: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *Budget-See budget report which includes Advisory Committee and Board of Selectmen's recommendations for FY 09.*

**MOTION MADE:** that the Town vote to raise a sum of money not to exceed the sum of $42,720,235 as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from Stabilization | $38,746 |
| Transfer from the Cemetery Perpetual care | $15,000 |
| Transfer from Free Cash | $1,869,129 |
| Transfer from Overlay Reserve | $350,000 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | $200,000 |
| Transfer from Septic Betterment Fund | $50,595 |
| Transfer from Premium Reserve | $370 |
| Transfer from Water Reserve | $65,000 |
| Transfer from various articles: | $156,864 |

| | |
|---|---|
| $5,531.59 | ATM 2002 Article 15 |
| $157.09 | ATM 2004 Article 23 |
| $3,000 | STM 2006 Article 3 |
| $52.75 | STM 2006 Article 5 |
| $55.56 | ATM 2007 Article 15 |
| $26,800.00 | ATM 2007 Article 15 |
| $25,006.26 | STM 2008 Article 5 |
| $2,000.00 | ATM 2008 Article 11 |
| $300.04 | ATM 2008 Article 12 |
| $200.00 | ATM 2008 Article 12 |
| $7,326.00 | ATM 2008 Article 12 |
| $1,256.73 | ATM 2006 Article 41 |
| $9,297.18 | ATM 2007 Article 17 |
| $43,000.00 | ATM 2007 Article 17 |
| $4,085.00 | ATM 2008 Article 13 |
| $414.26 | ATM 2008 Article 13 |
| $28,381.54 | ATM 2008 Article 13 |

That the Balance of $39,974,531 be raised and appropriated.
REQUIRES 2/3 VOTE
**MOTION:** To divide the question.
MOTION PASSED UNANIMOUSLY.

**MOTION:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the affect of voting each separately.
MOTION PASSED UNANIMOUSLY.

**MOTION:** To pass all budgets that do not have a hold on them.
MOTION PASSED UNANIMOUSLY.

## *SEE BUDGETS ON THE FOLLOWING PAGES (17 through 31)*

# *100-199 GENERAL GOVERNMENT*

## *110-119 Legislative*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | |
| 57000-57990 Other Charges and Expenses | 0 | 20 | 25 | 25 | |
| **MODERATOR TOTAL** | 50 | 70 | 75 | 75 | **0%** |

## *121-129 Executive*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | |
| 51000-51990 Personal Services | 3,000 | 3,000 | 3,000 | 2,400 | |
| **ELECTED BOARD OF SELECTMEN** | 3,000 | 3,000 | 3,000 | **2,400** | **-20.0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | |
| 51000-51990 Personal Services | 197,914 | 209,502 | 216,692 | 226,725 | |
| 52000-53990 Purchase of Services | 6,377 | 4,982 | 6,600 | 5.450 | |
| 54000-55990 Supplies | 2,287 | 1,813 | 1,465 | 1,466 | |
| 57000-57990 Other charges and Expenses | 8,393 | 5,856 | 8,448 | 5,086 | |
| **BOARD OF SELECTMEN** | 214,971 | 222,153 | 233,205 | **238,727** | **2.37%** |

***MOTION MADE BY ADVISORY COMMITTEE*** **TO REDUCE THE BOARD OF SELECTMEN BUDGET TO $233,205 WAS DEFEATED BY MAJORITY VOTE.**

## *131-149 Financial Administration*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | |
| 54000-55990 Supplies | 0 | 180 | 0 | 0 | |
| 57000-57990 Other charges and Expenses | 165 | 0 | 180 | 180 | |
| **ADVISORY COMMITTEE TOTAL** | 165 | 180 | 180 | **180** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | |
| 57000-57990 Other charges and Expenses | 150,638 | 19,251 | 200,000 | 200,000 | |
| **RESERVE FUND TOTAL** | 150,638 | 19,251 | 200,000 | **200,000** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | |
| 51000-51990 Personal Services | 120,077 | 96,611 | 101,774 | 105,932 | |
| 52000-53990 Purchase of Services | 23,585 | 33,550 | 11,850 | 5,675 | |
| 54000-55990 Supplies | 567 | 780 | 600 | 800 | |
| 57000-57990 Other charges and Expenses | 77 | 966 | 425 | 312 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **TOWN ACCOUNTANT TOTAL** | 144,306 | 131,907 | 114,649 | **112,719** | **-1.68%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **136 AUDIT** | | | | | |
| 52000-53990 Purchase of Services | 20,000 | 21,000 | 21,000 | 30,000 | |
| **AUDIT TOTAL** | 20,000 | 21,000 | 21,000 | **30,000** | **42.86%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | |
| **ELECTED BOARD OF ASSESSORS TOTAL** | 2,250 | 2,250 | 2,250 | **2,250** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 134,761 | 139,519 | 145,257 | 149,634 | |
| 52000-53990 Purchase of Services | 21,176 | 16,804 | 20,000 | 19,650 | |
| 54000-55990 Supplies | 4,928 | 6,703 | 5,600 | 7,000 | |
| 57000-57990 Other charges and Expenses | 5,484 | 5,709 | 4,100 | 2,350 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **ASSESSORS TOTAL** | 166,349 | 168,736 | 174,957 | **178,634** | **2.10%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | |
| 51000-51990 Personal Services | 180,106 | 194,927 | 196,726 | 202,082 | |
| 52000-53990 Purchase of Services | 12,529 | 7,926 | 6,275 | 5,063 | |
| 54000-55990 Supplies | 2,388 | 3,546 | 2,645 | 2,595 | |
| 57000-57990 Other charges and Expenses | 3,110 | 2,086 | 2,120 | 1,888 | |
| 58000-58990 Capital Outlay | 95 | 0 | 0 | 0 | |
| **TREASURER/COLLECTOR TOTAL** | 198,228 | 208,486 | 207,766 | **211,628** | **1.86%** |

## *151-159 Operations Support*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **151 LEGAL** | | | | | |
| 52000-53990 Purchase of Services | 94,981 | 95,000 | 95,000 | 95,000 | |
| **LEGAL TOTAL** | 94,981 | 95,000 | 95,000 | **95,000** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **152 PERSONEL BOARD** | | | | | |
| 51000-51990 Personal Services | 0 | 6,360 | 5,200 | 3,000 | |
| 52000-53990 Purchase of Services | 2,838 | 9,031 | 4,550 | 4,550 | |
| 54000-55990 Supplies | 262 | 100 | 50 | 0 | |
| 57000-57990 Other charges and Expenses | 265 | 265 | 120 | 220 | |
| **PERSONEL BOARD TOTAL** | 3,365 | 15,756 | 9,920 | **7,770** | **-21.67%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | |
| 52000-52990 Purchase of Services | 54,698 | 49,360 | 55,000 | 55,000 | |
| **SPECIAL LEGAL COUNSEL TOTAL** | 54,698 | 49,360 | 55,000 | **55,000** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | |
| 20 GEOGRAPHIC INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 38,593 | 34,509 | 27,600 | 19,400 | |
| 54000-55990 Supplies | 1,958 | 1,706 | 4,000 | 4,700 | |
| 58000-58990 Capital Outlay | 2,399 | 88 | 0 | 0 | |
| Geographic Information Systems Total | 42.950 | 36,303 | 31,600 | 24,100 | |
| 21 OTHER INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 100,250 | 121,755 | 125,417 | 120,346 | |
| 54000-55990 Supplies | 4,766 | 3,781 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 18,777 | 23,523 | 37,930 | 27,647 | |
| Other Information Systems Total | 123,793 | 149,059 | 168,047 | 152,693 | |
| **MANAGEMENT INFORMATION SYSTEMS TOTAL** | 166,743 | 185,362 | 199,647 | **176,793** | **-11.45%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **159 OTHER OPERATION SUPPORT** | | | | | |
| 51000-51990 Personal Services | 37,128 | 38,534 | 40,914 | 42,106 | |
| 52000-53990 Purchase of Services | 74,819 | 75,878 | 86,005 | 89,214 | |
| 54000-55990 Supplies | 4,859 | 7,149 | 6,163 | 6,165 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **OTHER OPERATION SUPPORT TOTAL** | 116,806 | 121,561 | 133,082 | **137,485** | **3.31%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE OTHER OPERATION SUPPORT BUDGET PASSED UNANIMOUSLY.**

## *160-169 Licensing and Registration*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 30,000 | 35,000 | 37,000 | 38,110 | |
| **ELECTED TOWN CLERK TOTAL** | 30,000 | 35,000 | 37,000 | **38,110** | **3.0%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE ELECTED TOWN CLERK BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 45,446 | 46,634 | 48,657 | 50,083 | |
| 52000-53990 Purchase of Services | 1,861 | 1,681 | 2,060 | 1,550 | |
| 54000-55990 Supplies | 763 | 699 | 850 | 850 | |
| 57000-57990 Other Charges and Expenses | 382 | 425 | 400 | 300 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **TOWN CLERK TOTAL** | 48,452 | 49,439 | 51,967 | **52,783** | **1.57%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE TOWN CLERK BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **162 ELECTIONS AND REGISTRATION** | | | | | |
| 51000-51990 Personal Services | 54,186 | 46,494 | 59,191 | 48,325 | |
| 52000-53990 Purchase of Services | 13,896 | 14,665 | 18,270 | 16,370 | |
| 54000-55990 Supplies | 1,709 | 1,758 | 1,960 | 850 | |
| 57000-57990 Other Charges and Expenses | 339 | 459 | 500 | 500 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **ELECTIONS & REGISTRATION TOTAL** | 70,130 | 66,375 | 79,921 | **66,045** | **-17.36%** |

## 171-179 Land Use

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 34,872 | 35,785 | 28,454 | 29,475 | |
| 52000-53990 Purchase of Services | 822 | 7,827 | 6,300 | 5,700 | |
| 54000-55990 Supplies | 309 | 533 | 575 | 550 | |
| 57000-57990 Other Charges and Expenses | 813 | 502 | 1,300 | 975 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **CONSERVATION COMMISSION TOTAL** | 36,816 | 44,648 | 36,629 | **36,700** | **0.19%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | |
| 51000-51990 Personal Services | 116,544 | 121,747 | 127,328 | 129,790 | |
| 52000-53990 Purchase of Services | 4,862 | 651 | 3,970 | 3,865 | |
| 54000-55990 Supplies | 1,684 | 991 | 2,075 | 1,575 | |
| 57000-57990 Other Charges and Expenses | 5,766 | 6,025 | 7,109 | 4,514 | |
| **PLANNING BOARD TOTAL** | 128,856 | 129,415 | 140,482 | **139,744** | **-0.53%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | |
| 51000-51990 Personal Services | 8,468 | 8,655 | 9,711 | 10,072 | |
| 52000-53990 Purchase of Services | 3,519 | 2,992 | 5,500 | 5,400 | |
| 54000-55990 Supplies | 119 | 836 | 180 | 350 | |
| **ZONING BOARD TOTAL** | 12,106 | 12,484 | 15,391 | **15,822** | **2.80%** |

***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE ZONING BOARD OF APPEALS BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | |
| 52000-53990 Purchase of Services | 210 | 148 | 200 | 100 | |
| 54000-55990 Supplies | 339 | 106 | 150 | 150 | |
| **OPEN SPACE TOTAL** | 549 | 254 | 350 | **250** | **-28.57%** |

## *191-199 Other*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS & PROPERTIES MAINTENANCE** | | | | | |
| 51000-51990 Personal Services | 282,070 | 322,398 | 336,181 | 277,621 | |
| 52000-53990 Purchase of Services | 294,597 | 228,274 | 236,550 | 147,260 | |
| 54000-55990 Supplies | 31,717 | 35,153 | 45,500 | 18,000 | |
| 57000-57990 Other Charges and Expenses | 1,333 | 2,510 | 2,350 | 1,225 | |
| 58000-58990 Capital Outlay | 44,000 | 0 | 0 | 0 | |
| **PUBLIC BLDGS. & PROPERTY MAINT. TOTAL** | 653,717 | 588,335 | 620,581 | **444,106** | **-28.44%** |

## *200-299 Public Safety*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,333,733 | 1,406,321 | 1,485,557 | 1,518,821 | |
| 52000-53990 Purchase of Services | 58,529 | 49,130 | 59,755 | 61,434 | |
| 54000-55990 Supplies | 21,498 | 16,571 | 23,320 | 23,520 | |
| 57000-57990 Other Charges and Expenses | 2,803 | 2,623 | 3,998 | 3,998 | |
| 58000-58990 Capital Outlay | 4,139 | 9,164 | 2,000 | 2,000 | |
| **POLICE DEPARTMENT TOTAL** | 1,420,702 | 1,483,810 | 1,574,630 | **1,609,773** | **2.23%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,441,786 | 1,471,198 | 1,568,773 | 1,589,317 | |
| 52000-53990 Purchase of Services | 97,358 | 103,430 | 105,291 | 115,006 | |
| 54000-55990 Supplies | 38639 | 47,178 | 47,930 | 47,927 | |
| 57000-57990 Other Charges and Expenses | 3,130 | 2,790 | 3,395 | 3,405 | |
| 58000-58990 Capital Outlay | 700 | 22,024 | 2,000 | 7,880 | |
| **FIRE DEPARTMENT TOTAL** | 1,581,613 | 1,646,621 | 1,727,389 | **1,763,535** | **2.09%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 90,143 | 96,540 | 98,577 | 91,845 | |
| 52000-53990 Purchase of Services | 1,495 | 865 | 975 | 930 | |
| 54000-55990 Supplies | 551 | 80 | 480 | 600 | |
| 57000-57990 Other Charges and Expenses | 2,066 | 2,190 | 2,685 | 1,530 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| **BUILDING DEPARTMENT TOTAL** | 94,255 | 99,675 | 102,717 | **94,905** | **-7.61%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | |
| 51000-51990 Personal Services | 926 | 926 | 2,426 | 2,426 | |
| 52000-53990 Purchase of Services | 250 | 166 | 700 | 700 | |
| 54000-55990 Supplies | 0 | 852 | 545 | 545 | |
| 57000-57990 Other Charges and Expenses | 0 | 100 | 100 | 100 | |
| 58000-58990 Capital Outlay | 395 | 0 | 0 | 0 | |
| **CIVIL DEFENSE TOTAL** | 1,571 | 2,044 | 3,771 | **3,771** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 25,620 | 26,705 | 27,981 | 29,008 | |
| 54000-55990 Supplies | 0 | 313 | 100 | 200 | |
| **ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR TOTAL** | 25,620 | 27,018 | 28,081 | **29,208** | **4.01%** |

## *400-499 Public Works & Facilities*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **420, 430, 490 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | |
| 51000-51990 Personal Services | 763,556 | 871,226 | 862,959 | 920,311 | |
| 52000-53990 Purchase of Services | 550,971 | 602,672 | 685,086 | 884,750 | |
| 54000-55990 Supplies | 269.146 | 353,841 | 320,075 | 396,125 | |
| 56000-56990 Intergovernmental | 2,550 | 2,550 | 2550 | 2,550 | |
| 57000-57990 Other Charges and Expenses | 12,321 | 1,648 | 4,700 | 4,950 | |
| 58000-58990 Capital Outlay | 8,836 | 4,644 | 6,000 | 7,500 | |
| **ALL OTHER DEPT. OF PUBLIC WORKS TOTAL** | 1,607,380 | 1,836,580 | 1,881,370 | **2,216,186** | **17.80%** |
| ***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE DEPT. OF PUBLIC WORKS BUDGET PASSED UNANIMOUSLY.** | | | | | |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS-WATER** | | | | | |
| 51000-51990 Personal Services | 281,350 | 311,438 | 351,435 | 379,266 | |
| 52000-53990 Purchase of Services | 171,173 | 204,935 | 189,050 | 213,350 | |
| 54000-55990 Supplies | 60,288 | 70,875 | 60,545 | 60,245 | |
| 56000-56990 Intergovernmental | 692,821 | 726,065 | 725,000 | 725,000 | |
| 57000-57990 Other Charges and Expenses | 1,050 | 450 | 950 | 625 | |
| 58000-58990 Capital Outlay | 3,194 | 6,851 | 5,000 | 5,000 | |
| **DEPT. OF PUBLIC WORKS-WATER TOTAL** | 1,209,876 | 1,320,616 | 1,331,980 | **1,383,486** | **3.87%** |
| ***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE DEPT. OF PUBLIC WORKS-WATER BUDGET PASSED UNANIMOUSLY.** | | | | | |

## *500-599 Human Support*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | |
| **ELECTED BOARD OF HEALTH TOTAL** | 450 | 450 | 450 | **450** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 118,391 | 85,959 | 88,626 | 90,365 | |
| 52000-53990 Purchase of Services | 5,825 | 21,797 | 46,284 | 43,985 | |
| 54000-55990 Supplies | 1,808 | 1,253 | 2,000 | 2,500 | |
| 57000-57990 Other Charges & Expenses | 1,864 | 1,956 | 1,680 | 1,450 | |
| 58000-58990 Capital Outlay | 0 | 1,665 | 0 | 400 | |
| **BOARD OF HEALTH TOTAL** | 127,888 | 112,631 | 138,590 | **138,700** | **0.08%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | |
| 51000-51990 Personal Services | 142,321 | 148,305 | 160,020 | 164,768 | |
| 52000-53990 Purchase of Services | 19,467 | 25,966 | 27,470 | 24,580 | |
| 54000-55990 Supplies | 4,644 | 4,794 | 5,290 | 5,290 | |
| 57000-57990 Other Charges & Expenses | 1,434 | 1,243 | 1,640 | 1,540 | |
| 58000-58990 Capital Outlay | 0 | 0 | 2,400 | 2,400 | |
| **COUNCIL ON AGING TOTAL** | 167,866 | 180,308 | 196,820 | **198,578** | **0.89%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | |
| 51000-51990 Personal Services | 116,966 | 117,392 | 125,100 | 120,049 | |
| 52000-53990 Purchase of Services | 3,934 | 4,431 | 4,890 | 4,985 | |
| 54000-55990 Supplies | 707 | 730 | 369 | 350 | |
| 57000-57990 Other Charges and Expenses | 1,739 | 2,005 | 2,455 | 1,500 | |
| **YOUTH COMMISSION TOTAL** | 123,346 | 124,558 | 132,814 | **126,884** | **-4.46%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | |
| 51000-51990 Personal Services | 9,837 | 9,837 | 9,837 | 10,000 | |
| 52000-53990 Purchase of Services | 0 | 656 | 0 | 360 | |
| 54000-55990 Supplies | 50 | 341 | 175 | 375 | |
| 57000-57990 Other Charges and Expenses | 17,370 | 13,781 | 22,750 | 22,300 | |
| **VETERANS' SERVICES TOTAL** | 27,257 | 24,616 | 32,762 | **33,035** | **0.83%** |

## *600-699 Culture & Recreation*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | |
| 51000-51990 Personal Services | 237,750 | 254,861 | 264,834 | 279,090 | |
| 52000-53990 Purchase of Services | 24,416 | 28,474 | 31,252 | 29,860 | |
| 54000-55990 Supplies | 62,326 | 74,984 | 78,000 | 76,000 | |
| 57000-57990 Other Charges and Expenses | 14,556 | 13,662 | 16,831 | 17,300 | |
| 58000-58990 Capital Outlay | 1,235 | 1,352 | 1,000 | 0 | |
| **LIBRARY TOTAL** | 340,283 | 373,333 | 391,917 | **402,250** | **2.64%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE LIBRARY BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 80,314 | 108,474 | 109,287 | 113,902 | |
| 52000-53990 Purchase of Services | 12,828 | 1,508 | 4,310 | 0 | |
| 54000-55990 Supplies | 2,249 | 3,211 | 784 | 0 | |
| 57000-57990 Other Charges and Expenses | 662 | 1,621 | 2,810 | 0 | |
| 58000-58990 Capital Outlay | 8,098 | 0 | 0 | 0 | |
| **RECREATION COMMISSION TOTAL** | 104,151 | 114,814 | **117,191** | **113,902** | **-2.81%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE RECREATION COMMISSION BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 2,434 | 200 | 2,310 | 2,310 | |
| 54000-55990 Supplies | 0 | 1,429 | 190 | 190 | |
| **HISTORICAL COMMISSION TOTAL** | 2,434 | 1,629 | 2,500 | **2,500** | **0%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | |
| 52000-53990 Purchase of Services | 0 | 350 | 375 | 375 | |
| 54000-55990 Supplies | 1,807 | 1,550 | 1,825 | 1,825 | |
| **MEMORIAL DAY TOTAL** | 1,807 | 1,900 | 2,200 | **2,200** | **0%** |

## *700-799 Debt Service*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 2,420,594 | 3,290,599 | 3,283,880 | 3,229,527 | |
| 59350 Principal Short Term Debt | 0 | 0 | 0 | 0 | |
| **59000-59490 Total Debt Service-General Fund** | 2,420,594 | 3,290,599 | 3,283,880 | **3,229,527** | **-1.66%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Interest Long Term Debt | 1,459,546 | 1,440,684 | 1,335,342 | 1,245,645 | |
| 59250 Interest on Notes | 172,100 | 16,605 | 0 | 0 | |
| **59000-59495 Total Debt Service-General Fund** | 1,631,646 | 1,457,289 | 1,335,342 | **1,245,645** | **-6.72%** |

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 50,000 | 50,000 | 50,000 | 130,000 | |
| **59000-59495 Total Debt Service-Water Fund** | 50,000 | 50,000 | 50,000 | **130,000** | **160.0%** |

***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE RETIREMENT OF DEBT-WATER FUND BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 10,500 | 9,375 | 8,125 | 42,355 | |
| **59000-59495 Total Debt Service-Water Fund** | 10,500 | 9,375 | 8,125 | **42,355** | **421.29%** |

***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE INTEREST ON DEBT-WATER FUND BUDGET PASSED UNANIMOUSLY.**

## *900-999 Unclassified*

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | |
| 51000-51990 Total Personal Services | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 133,453 | 128,682 | 132,354 | 134,102 | |
| 51710 Unemployment Payments | 13,441 | 8,357 | 25,000 | 25,000 | |
| 51720 Health Insurance | 2,962,868 | 3,257,638 | 3,499,587 | 3,663,732 | |
| 51730 Retirement Fund | 679,271 | 696,126 | 834,435 | 911,920 | |
| 51740 Life Insurance | 5,839 | 5,731 | 5,625 | 6,048 | |
| 51770 Medicare | 223,540 | 225,490 | 239,438 | 247,474 | |
| 51780 Dental Insurance | 116,429 | 128,257 | 136,219 | 148,851 | |
| **EMPLOYEE BENEFITS TOTAL** | 4,134,841 | 4,450,281 | 4,872,658 | **5,137,126** | **5.43%** |

***MOTION MADE BY ADVISORY COMMITTEE*** **TO ACCEPT THE EMPLOYEE BENEFITS BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2007 ACTUAL | FY 2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | |
| 57100-57990 Other Charges & Expenses | 193,952 | 201,865 | 214,900 | 220,433 | |
| **LIABILITY INSURANCE TOTAL** | 193,952 | 201,865 | 214,900 | **220,433** | **2.57%** |

## *300-399 Education*

| BUDGET NAME | FY2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | |
| **ELECTED SCHOOL COMMITTEE TOTAL** | 500 | 500 | **500** | **0.0%** |

### *301 SOUTHBOROUGH SCHOOLS*

| REGULAR DAY PROGRAMS | FY2008 | FY2009 | FY2010 | Percent |
|---|---|---|---|---|
| **ADMINISTRATION** | **ACTUAL** | **BUDGET** | **REQUEST** | **Inc./Decr.** |
| School Committee | 12,619 | 13,300 | 13,900 | |
| Superintendent's Office | 158,178 | 174,925 | 103,218 | |
| Administrative Support | 203,659 | 240,006 | 316,814 | |
| **INSTRUCTION** | | | | |
| Supervision | 39,200 | 39,200 | 39,200 | |
| Principals | 785,410 | 795,835 | 825,488 | |
| Teaching | 6,302,701 | 6,690,620 | 7,029,503 | |
| Professional Development | 56,910 | 97,400 | 100,800 | |
| Textbooks & Materials | 205,858 | 231,029 | 227,157 | |
| Instructional Hardware & Software | 38,608 | 56,370 | 56,370 | |
| Library Services | 229,194 | 234,912 | 243,940 | |
| Instructional Equipment | 37,155 | 44,842 | 47,946 | |
| Guidance Services | 192,814 | 202,014 | 213,938 | |
| **OTHER STUDENT SERVICES** | | | | |
| Personnel Services | 500 | 500 | 500 | |
| Health Services | 256,339 | 266,369 | 264,587 | |
| Transportation | 306,219 | 380,110 | 389,213 | |
| Athletics | 18,909 | 32,100 | 32,100 | |
| Student Body Activities | 18,950 | 26,680 | 16,680 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| Operation of Buildings | 1,134,253 | 1,290,034 | 1,330,664 | |
| Maintenance of Buildings | 210,420 | 314,110 | 338,348 | |
| Extraordinary Maintenance | 13,006 | 0 | 0 | |
| Networking & Telecommunications | 47,427 | 59,322 | 63,370 | |
| **FIXED CHARGES** | | | | |
| Rentals & Leases | 45,691 | 10,150 | 4,150 | |
| REGULAR DAY PROGRAMS | 10,314,020 | 11,199,828 | 11,657,886 | |
| *SPECIAL EDUCATION PROGRAMS- CHAPTER 766* | | | | |
| **INSTRUCTION** | | | | |
| Legal | 6,676 | 5,000 | 5,000 | |
| Director | 114,923 | 120,045 | 123,180 | |
| Teaching | 2,185,704 | 2,493,606 | 2,538,940 | |
| Professional Development | 2,630 | 2,500 | 2,300 | |
| Instructional Technology | 2,751 | 11,000 | 11,000 | |
| Psychological Services | 274,391 | 335,682 | 346,762 | |
| **OTHER STUDENT SERVICES** | | | | |
| Health Services | 125,779 | 58,500 | 77,000 | |
| Transportation Sped | 167,364 | 310,00 | 360,000 | |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | | |
| Operation of Equipment | 4,596 | 11,500 | 10,000 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 1,289,126 | 1,117,040 | 925,066 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 1,000 | 5,000 | 1,500 | |
| Tuition Out, Collaborative | 28,840 | 116,424 | 122,245 | |
| SPECIAL EDUCATION – CHAPTER 766 | 4,203,780 | 4,586,297 | 4,522,993 | |

| SUMMARY | FY2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 10,384,020 | 11,199,828 | 11,657,886 | |
| SPECIAL EDUCATION – CHAPTER 766 | 4,203,780 | 4,586,297 | 4,522,993 | |
| **301 GRAND TOTAL OPERATING BUDGET** | 14,517,800 | 15,786,125 | **16,180,879** | **2.50%** |

*MOTION MADE BY ADVISORY COMMITTEE* **TO ACCEPT THE SOUTHBOROUGH SCHOOLS BUDGET PASSED UNANIMOUSLY.**

## *302 ALGONQUIN REGIONAL HIGH SCHOOL*

REGULAR DAY PROGRAMS

| | | | | |
|---|---|---|---|---|
| **ADMINISTRATION** | | | | |
| School Committee | 52,452 | 63,671 | 63,286 | |
| Superintendent's Office | 161,780 | 172,323 | 101,018 | |
| Administrative Support | 214,110 | 233,930 | 325,578 | |
| **INSTRUCTION** | | | | |
| Supervision | 74,312 | 76,358 | 77,908 | |
| Principals | 784,842 | 812,582 | 713,999 | |
| Teaching | 6,253,251 | 6,689,355 | 6,842,792 | |
| Professional Development | 80,322 | 95,950 | 84,250 | |
| Textbooks & Materials | 212,704 | 298,416 | 223,520 | |
| Instructional Hardware & Software | 20,761 | 30,825 | 22,443 | |
| Instructional Equipment | 32,738 | 36,254 | 22,500 | |
| Library Serives | 137,997 | 145,516 | 126,661 | |
| Guidance Services | 570,597 | 574,085 | 599,031 | |
| **OTHER STUDENT SERVICES** | | | | |
| Testing | 3,475 | 3,500 | 3,500 | |
| Health Services | 111,466 | 120,776 | 126,100 | |
| Transportation | 915,810 | 1,096,323 | 1,121,494 | |
| Athletics/ Student Body Activities | 510,288 | 542,579 | 341,538 | |
| Other Student Activities | 7,581 | 9,000 | 4,500 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| Operation of Buildings | 1,296,855 | 1,416,371 | 1,407,730 | |
| Maintenance of Buildings | 201,984 | 274,200 | 435,074 | |
| Payment for Local Northborough Services | 45,485 | 72,500 | 50,000 | |
| Networking & Telecommunications | 25,808 | 28,418 | 32,115 | |
| **FIXED CHARGES** | | | | |
| Rentals and Leases | 76,826 | 61,280 | 53,591 | |
| Insurance | 2,402,095 | 2,536,758 | 2,618,235 | |
| Retirement Liability | 172,894 | 211,003 | 225,987 | |
| **NEW EQUIPMENT** | | | | |
| New Equipment | 0 | 7,500 | 20,000 | |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | | |
| School Choice | 67,866 | 30,000 | 44,800 | |
| REGULAR DAY PROGRAMS | 14,433,299 | 15,639,473 | **15,687,650** | |

SPECIAL EDUCATION PROGRAMS-CHAPTER 766

| | FY2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **ADMINISTRATION** | | | | |
| Legal Services | 6,591 | 4,000 | 4,000 | |
| **INSTRUCTION** | | | | |
| Director | 101,012 | 106,377 | 108,959 | |
| Teaching | 578,015 | 675,839 | 762,752 | |
| Professional Development | 1,145 | 4,100 | 3,100 | |
| Textbooks | 1,258 | 1,500 | 1,500 | |
| Instructional Technology | 2,751 | 7,500 | 6,500 | |
| Psychological Services | 78,058 | 90,952 | 92,695 | |
| **OTHER STUDENT SERVICES** | | | | |
| Health Services | 839 | 6,000 | 6,000 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| New Equipment | 148 | 4,000 | 4,000 | |
| Equipment Maintenance | 500 | 500 | 500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 133,374 | 215,000 | 297,758 | |
| Transportation | 82,000 | 82,000 | 143,410 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 1,000 | 5,000 | 3,000 | |
| Tuition Out, Collaborative | 210,592 | 287,757 | 287,757 | |
| SPECIAL EDUCATION – CHAPTER 766 | 1,197,283 | 1,490,525 | **1,720,931** | |

### SUMMARY

| BUDGET NAME | FY2008 ACTUAL | FY2009 BUDGET | FY2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 14,434,299 | 15,639,473 | 15,678,650 | |
| SPECIAL EDUCATION – CHAPTER 766 | 1,197,283 | 1,490,525 | 1,720,931 | |
| **302 GRAND TOTAL OPERATING BUDGET** | 15,631,582 | 17,129,998 | **17,408,581** | |

## NORTHBOROUGH – SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY 2010 BUDGET & ASSESSMENTS – DEPT. OF ED. RECOMMENDED METHOD

| | | | 61.14%<br>Northboro | 38.86%<br>Southboro |
|---|---|---|---|---|
| **Step 1** | | | | |
| FY 2010 Proposed Budget | | 17,408,581.00 | | |
| Less Transportation | 1,104,194.00 | | | |
| SPED Transporation | 143,410.00 | 1,247,604.00 | | |
| Less Fixed Charges | | 0.00 | | |
| Net School Spending | | 16,160,977.00 | | |
| Less Revenues | | 125,000.00 | | |
| Subtotal | | 16,035,977.00 | | |
| Less Chapter 70 Aid –Preliminary | | 2,920,581.00 | | |
| Less State ward reimbursement | | 0.00 | | |
| Net Budget | | 13,115,396.00 | | |
| **Step 2** | | | | |
| Minimum Local Contribution required by Ed Reform | | 10,524,377.00 | 6,211,003.00 | 4,313,374.00 |
| **Step 3** | | | | |
| Difference between Min. Contrib. & Net budget Balance | | 2,591,019.00 | | |
| **Step 4** | | | | |
| Apportion Step 3 amount by agreement | | | 1,584,149.02 | 1,006,869.98 |
| **Step 5** | | | | |
| Transportation Budget | 1,247,604.00 | | | |
| Less Aid to Transportation Preliminary | 724,286.00 | 523,318.00 | 319,956.63 | 203,361.37 |
| **Step 6** | | | | |
| Other Operational Costs | 0.00 | | | |
| Less Revenues | 0.00 | 0.00 | | |
| **Step 7** | | | | |
| Debt Payments Not Exempt from Proposition 2 ½ | | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | | |
| Total assessments, Minimum local contribution plus apportionments | | 13,638,714.00 | 8,115,108.64 | 5,523,605.36 |
| **Step 9** | | | | |
| Excess & Deficiency | | 250,000.00 | 152,850.00 | 97,150.00 |
| **FY 2009 Assessment Not Exempt from Proposition 2 ½** | | **13,388,714.00** | **7,962,258.64** | **5,426,455.36** |
| **Step 10** | | | | |
| Debt Payments Exempt from Proposition 2 ½ | | 1,421,630.26 | 875,871.41 | 545,758.85 |
| **Total FY 2010 Assessment** | | 14,810,344.26 | 8,838,130.05 | **5,972,214.21** |

***MOTION TO AMEND*** **THE ALGONQUIN BUDGET BY REDUCING IT BY $223,601 FOR A TOTAL ASSESSMENT OF $5,748,613.**

**MOTION DEFEATED:**

**57 YES 96 NO**

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
### Assessment Comparison

**Northborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY 2010 Assessment | 7,962,258.64 | 875,871.41 | 8,838,130.05 |
| FY 2009 Assessment | 7,875,035.58 | 1,404,374.96 | 9,279,410.54 |
| Dollar Increase | 87,223.06 | -528,503.55 | -441,280.49 |
| Percent Increase | 1.11% | -37.63% | -4.76% |

**Southborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY 2010 Assessment | 5,426,455.36 | 545,758.85 | 5,972,214.21 |
| FY 2009 Assessment | 4,923,257.42 | 863,749.04 | 5,787,006.46 |
| Dollar Increase | 503,197,94 | -317,990.19 | 185,207.75 |
| Percent Increase | 10.22% | -36.82% | 3.20% |

**Town of Southborough**
**SPECIAL TOWN MEETING**
**April 13, 2009**

| BUDGET NAME | FY2009<br>BUDGET | FY2010<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|
| **ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | | |
| General Administration (School Committee) | 11,026 | 11,126 | |
| District Administration (Superintendent) | 217,830 | 220,315 | |
| Finance & Admin. Services | 12,800 | 13,000 | |
| Finance & Business Office | 330,275 | 316,774 | |
| Human Resources Benefits, Personnel | 65,796 | 73,170 | |
| Legal Services | 22,001 | 26,000 | |
| Legal Settlements | 0 | 0 | |
| Districtwide Information Management | 7,500 | 15,000 | |
| Districtwide Academic Leadership | 233,410 | 240,056 | |
| Curriculum Directors (Supervisory) | 245,710 | 252,126 | |
| Department Heads (Non-Supervisory) | 270,621 | 278,288 | |
| School Building Leadership | 13,000 | 13,500 | |
| Principal's Office | 175,301 | 154,365 | |
| Instruction-Teaching Services | 6,073,836 | 6,406,195 | |
| Specialist Teachers | 663,076 | 634,739 | |
| Medical/Therapeutic Services | 0 | 0 | |
| Librarians/Media Center Directors | 117,219 | 103,129 | |
| Professional Development | 61,775 | 46,550 | |
| Director of Curr./Professional Development | 89,134 | 85,000 | |
| Prof. Dev. Stipends, Providers, Expenses | 0 | 0 | |
| Instructional Materials and Equipment | 210,260 | 220,760 | |
| Textbooks and Related Software | 59,000 | 75,000 | |
| Instructional Equipment | 0 | 0 | |
| Instructional Technology | 22,330 | 25,330 | |
| Audio/Visual | 2,000 | 2,000 | |
| Guidance | 405,502 | 425,758 | |
| Testing and Assessment | 5,450 | 5,450 | |
| Psychological Services | 94,350 | 94,350 | |
| Attendance and Parent Liaison Services | 26,500 | 27,295 | |
| Health Services | 86,053 | 89,772 | |
| Student Transportation Services | 1,073,800 | 1,086,000 | |
| Athletic Services | 408,287 | 406,411 | |
| Other Student Services | 99,000 | 115,500 | |
| School Security | 70,559 | 80,970 | |
| Operations and Maintenance of Plant | 78,144 | 80,098 | |
| Custodial Services | 549,500 | 564,000 | |
| Heating of Buildings | 618,000 | 643,000 | |
| Utility Services | 137,125 | 144,000 | |
| Maintenance of Grounds | 102,000 | 105,700 | |
| Maintenance of Buildings | 259,000 | 263,400 | |
| Maintenance of Equipment | 0 | 5,000 | |
| Extraordinary Maintenance | 0 | 0 | |
| Networking and Telecommunications | 68,182 | 69,887 | |
| Technology Maintenance | 98,772 | 101,241 | |
| Employee Retirement | 244,745 | 254,745 | |
| Insurance Programs – Employees | 2,301,825 | 2,305,000 | |
| Non-Employee Insurance | 136,230 | 138,000 | |
| Acquisition and Improvement of Sites | 23,000 | 23,000 | |
| Acquisition and Improvement of Buildings | 8,000 | 8,000 | |
| Acquisition and Improvement of Equipment | 0 | 0 | |
| Capital Technology | 81,000 | 56,000 | |
| Replacement of Equipment | 116,000 | 91,000 | |
| Replacement of Motor Vehicles | 0 | 0 | |
| Tuition to Collaboratives | 25,000 | 19,000 | |
| TOTALS | 16,019,924 | 16,415,000 | |
| **SOUTHBORO ASSESSMENT** | 218,490 | **170,295** | **-22.06%** |

| BUDGET NAME | FY2008<br>ACTUAL | FY2009<br>BUDGET | FY2010<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|
| ***NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL*** | | | | |
| Tuition/Transportation Assessment | 72,586 | 40,725 | 29,677 | |
| NORFOLK COUNTY AGRICULTURAL H S TOTAL | 72,586 | 40,725 | **29,677** | **-27.13%** |

## END OF BUDGET

**MOTION MADE: to table Article 6 to calculate the total.**
**MOTION CARRIES UNANIMOUSLY.**

**MOTION MADE: to remove Article 6 from the table.**
**MOTION CARRIES UNANIMOUSLY.**

**ORIGINAL MOTION to Article 6 REQUIRES 2/3 VOTE: PASSED UNANIMOUSLY.**

**At 11:07PM MOTION made to adjourn Annual Town Meeting to Tuesday, April 14, 2009 at 7:30pm.**
**MOTION PASSED UNANIMOUSLY.**

### Town of Southborough
### ADJOURNED ANNUAL TOWN MEETING
### April 14, 2009

At the Adjourned ANNUAL TOWN MEETING duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 14, 2009 at 7:30pm the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 131 voters were present.

**Checkers:**

| | |
|---|---|
| **Jolene Chapski** | **Lidia A. Kiley** |
| **Janet M.E. Mattioli** | **Linda C. Hubley** |
| **Lois W. Denman** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Brian Shea** | **17 Pinecone Ln** |
| **Joseph Loring** | **9 Maplecrest Dr** |
| **Dennis Flynn** | **47 Presidential Dr** |
| **George Pedersco** | **11 Strawberry Hill Rd** |
| **Edward Estella** | **21 Woodward Road** |
| **James J. Colleary** | **51 Central St** |

**The Town Moderator, David A. Coombs, called the Adjourned Annual Town Meeting to order at 7:40 pm.** The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting. The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 7-26 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Jamie Clark, Technical Support Trottier**
**Emily Coombs**
**Carolyn Dykema, STATE REPRESENTATIVE (Precinct 2&3)**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**Vanessa D. Hale, Assistant Town Administrator**
**Abby Jordan, Reporter, MetroWest Daily News**
**Jean Kitchen, Town Administrator**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Dawn E. Michanowicz, Assistant Town Clerk**
**Jane T. Moran, Police Chief**
**Phil Rinehart, Facilities Manager**
**Jean Tower, Director of Technology, Southborough Schools**
**David White, Director of Facilities, Southborough Schools**
**John Woodsmall, Town Engineer**

*ARTICLE 7*: To see if the Town will vote to amend the Northborough-Southborough Regional School Integrated Agreement by adding a new Section IV(h) as follows:

> (h) With respect to the $10,000,000 General Obligation bonds, dated October 15, 2002, and $14,724,539 General Obligation bonds, dated August 1, 2008, issued by the District to finance an addition to and renovation of Algonquin Regional High School, beginning with the Fiscal Year 2011 and ending with the Fiscal Year 2027, the apportionment to each town of the installments of principal and interest on said bonds due in each such fiscal year as determined in accordance with the preceding Section IV(d) shall be adjusted by reducing the amount apportioned to the Town of Northborough by $40,372 and increasing the amount apportioned to the Town of Southborough by $40,372. With respect to the apportionment of any external payments received by the District in association with the capital improvements for which said bonds were issued, the Town of Northborough and the Town of Southborough shall not initiate any litigation against each other, the Committee, the District or any officers of the District, or do or act anything in relation thereto.

**Sponsored by: NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL**
**Board of Selectmen Recommendation: Do not support**
**Advisory Committee Recommendation: Do not support**
**Summary:** *The purpose of this warrant article is to address the way debt for the Algonquin Regional High School building project will be assessed. All reimbursements received from the Massachusetts School Building Authority have been used to pay down the original debt, so the focus of this warrant article is on how the remaining debt will be assessed for Southborough and for Northborough. The language in this warrant is a compromise between assessing debt according to the four year rolling average and assessing debt according to the provisions of Chapter 70B.*

**MOTION MADE:** that the Town vote to amend the Northborough-Southborough Regional School Agreement by adding a new Section IV(h) as shown in the warrant.

**AMENDMENT TO MOTION**: to strike the words *"With respect to the apportionment of any external payments received by the District in association with the capital improvements for which said bonds were issued, the Town of Northborough and the Town of Southborough shall not initiate any litigation against each other, the Committee, the District or any officers of the District, or do or act anything in relation thereto."*
**AMENDMENT TO MOTION CARRIES BY MAJORITY VOTE.**

**MOTION MADE: to move the question.**
**MOTION CARRIES UNANIMOUSLY.**
**MAIN MOTION AS AMENDED: DEFEATED BY MAJORITY VOTE.**

***ARTICLE 8***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $250,000 for the maintenance of Town roads, or do or act anything in relation thereto.
**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Each year the DPW manages a contract to maintain roadways.*

***MOTION MADE:*** that the Town vote to raise and appropriate, the sum of $250,000 for the maintenance of Town roads.
**AMENDMENT TO MOTION:** to "raise and appropriate the sum of $27,000 and transfer $223,000 from the stabilization fund" for a total of $250,000 for the maintenance of Town roads.

**MOTION MADE: to move the question.**
**MOTION CARRIES UNANIMOUSLY.**
REQUIRES 2/3 VOTE
**AMENDMENT TO MOTION PASSED BY: 67 YES 44 NO**

**MOTION WITH AMENDMENT:** that the Town vote to raise and appropriate the sum of $27,000 and transfer $223,000 from the stabilization fund for a total of $250,000 for the maintenance of Town Roads.
REQUIRES 2/3 VOTE
**MOTION WITH AMENDMENT CARRIES: 76 YES 31 NO**

***ARTICLE 9***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | ITEM | **TOTAL** | Recommend | Recommend |
|---|---|---|---|---|
| | | | ADVISORY | SELECTMEN |
| 1. | Public Works Equipment | **$155,000** | Support | Support |
| 2. | Transfer Station Hopper | **$60,000** | Support | Support |
| 3. | MCP compliance and close-out of DPW site remediation | **$40,000** | Not support 4-3 | 2 Support<br>1 Recuse |
| 4. | EMS Reporting System | **$40,000** | At Town Meeting | Support |
| 5. | New Police Cruiser and an SUV | **$62,000** | Support $30,000 | Only support $41,000 |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:**
*1. $155,000 to purchase a service/dump truck for daily use and plowing and to replace the 1985 roadside mower which is used for seasonal mowing and brush cutting on road shoulders and at intersections.*
*2. Rehabilitation and repair of the Transfer Station Hopper.*
*3. To further investigate a PCE release that was discovered during underground storage tank removal in 1995.*
*4. For hardware, software, training and licensing to enable the EMS department to submit Patient Trip Reports electronically to the Mass Office of Emergency Medical Services (OEMS).*
*5. To replace two police cruisers: Chief's car (2003 Crown Vic) with 63,985 miles to be replaced with a new cruiser and a 2004 Crown Vic cruiser with mileage of 94,501 with an SUV. The older cruisers will either be redistributed, sold or traded in.*

*MOTION MADE:* that the Town vote to raise and appropriate $328,500 as follows:
Raise and appropriate $155,000 for Public Works Equipment
Raise and appropriate $60,000 for Transfer Station Hopper
Raise and appropriate $40,000 for MCP compliance and close out of DPW site remediation
Transfer from Ambulance Reserve Account $40,000 for EMS Reporting System
Raise and appropriate $33,500 for a police SUV

*AMENDMENT TO MOTION MADE BY ADVISORY COMMITTEE:* to divide the question in order to consider the MCP compliance and close out as a separate motion.
**AMENDMENT TO MOTION MADE TO DIVIDE THE QUESTION CARRIES BY MAJORITY VOTE.**
*MOTION MADE:* to raise and appropriate $40,000 for MCP compliance and close out of DPW site remediation.
***MOTION CARRIES BY MAJORITY VOTE.***

*AMENDMENT TO MOTION:* to transfer $40,000 from Ambulance Reserve Account and raise and appropriate the $248,500 remaining other 3 items, $155,000, $60,000 and $33,500.
***AMENDMENT TO MOTION CARRIES BY MAJORITY VOTE.***
***MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.***

*ARTICLE 10*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds $250,000 for water tank improvements on Oak Hill Road and site improvements to Tara Road and $500,000 for water meter replacements, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To strip and repaint the water tank on Oak Hill road, site improvements to Tara Road tank and replace all water meters.*

*MOTION MADE:* that the Town vote to borrow and appropriate $250,000 for the purpose of water tank improvements on Oak Hill Road and site improvements to Tara Road and borrow and appropriate $380,000 for the purpose of water meter replacements.
REQUIRES 2/3 VOTE
***MOTION CARRIES UNANIMOUSLY.***

*ARTICLE 11*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of money for Southborough schools' capital items for the following purposes:

| # | ITEM | TOTAL | Recommend | Recommend |
|---|---|---|---|---|
| | | | ADVISORY | SELECTMEN |
| 1. | Trottier Fire Panel | **$15,000** | Support | Support |
| 2. | Neary parking lot seal and coat | **$12,000** | Not Support | Not Support |
| 3. | Neary sidewalk extension | **$10,000** | Not Support | Not Support |
| 4. | Woodward-heat in kitchen | **$25,000** | Not Support | Not Support |
| 5. | Finn Sidewalk repairs | **$5,000** | Not Support | Not Support |
| 6. | Finn School Plumbing repairs | **$15,000** | Support | Support |

, or do or act anything in relation thereto

**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:** *1. Fire panel is obsolete and requires replacement.*
*2. Parking lot requires repairs, seal coating and restraining to allow new traffic patterns.*
*3. Extend side walk from Parkerville Road to the Neary School.*
*4. There is no heat in the Woodward kitchen.*
*5. Repair expansion joints that have no expansion material in them.*
*6. Many rooms have difficulty getting hot water. Need to evaluate and repair.*

*MOTION MADE:* that the Town vote to raise and appropriate $30,000 as follows: the following sums of money for Southborough schools' capital items for the following purposes:

1. Raise and appropriate $15,000 for Trottier Fire Panel
2. Raise and appropriate $15,000 for Finn School plumbing repairs

***MOTION CARRIES UNANIMOUSLY.***

***ARTICLE 12***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $205,763 for purchase or lease of technology equipment for the Southborough Public Schools, or do or act anything in relation thereto.

**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: Support $64,991**
**Advisory Committee Recommendation: Support $64,991**
**Summary:** *This is a yearly article to update the computer technology in the Southborough schools. The Selectmen recommend appropriating only $64,991 to pay for the 3rd year of a lease arrangement.*

***MOTION MADE:*** that the Town vote to raise and appropriate the sum of $132,158 for purchase or lease of technology equipment for the Southborough Public Schools.

**FIRST AMENDMENT TO MOTION MADE by ADVISORY COMMITTEE:** to raise and appropriate $64,991 and transfer from stabilization $67,166.
**FIRST AMENDMENT TO MOTION CARRIES BY MAJORITY VOTE.**

**SECOND AMENDMENT TO MOTION MADE BY SELECTMEN:** to strike the amount of $132,158 and substitute the amount of $64,991.
**SECOND AMENDMENT TO MOTION DEFEATED.**

**MOTION WITH AMENDMENT:** that the Town vote to raise and appropriate $64,991 and transfer from stabilization $67,166 for a total of $132,157 for purchase or lease of technology equipment for the Southborough Public Schools.
**MOTION WITH AMENDMENT CARRIES UNANIMOUSLY.**

***ARTICLE 13***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds $66,500 (Sixty six thousand five hundred) for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** $66,500 *This article will provide for the maintenance and repair of capital equipment and systems associated with the town's buildings and facilities.*

***MOTION MADE:*** that the Town vote to raise and appropriate, $66,500 (Sixty six thousand five hundred) for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

***AMENDMENT TO MOTION:*** to raise and appropriate $26,500 and transfer from stabilization $40,000.
REQUIRES 2/3 VOTE
**AMENDMENT DEFEATED: 37 YES 56 NO**
**ORIGINAL MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 14***: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, $10,000 (ten thousand dollars) for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** $10,000 *This article will fund any vacation and sick pay due to employees upon their retirement.*

***MOTION MADE:*** that the Town vote to raise and appropriate $10,000 (ten thousand dollars) for the purpose of paying to retirees the amount due for accrued vacation and sick time.
**MOTION CARRIES UNANIMOUSLY.**

***ARTICLE 15***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, up to the sum of $1,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Not Support**
**Summary:** *This is an annual article allowing Town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises. As there is a balance in previous years, therefore all that is needed to appropriate is $1,000.*

***MOTION MADE:* TO POSTPONE INDEFINITELY.**
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 16***: To see if the Town will vote to transfer a sum of money from the Excess and Deficiency Fund (Free Cash), Stabilization Fund or from other available funds for the purpose of affecting the tax rate for the period beginning July 1, 2009, and ending June 30, 2010, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary**: *To utilize free cash or stabilization funds to reduce the tax rate.*

***MOTION MADE:* TO POSTPONE INDEFINITELY.**
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 17***: To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 32B, Section 18A, or do or act anything in relation thereto.
**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Adoption of this section would require any future Medicare eligible retiree (after the date this article is approved) who wishes to continue health care benefits, only be offered the Medicare Supplemental Health plan.*

***MOTION MADE:* TO POSTPONE INDEFINITELY.**
**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 18***: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2010 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $254,600.00 |
| State Match (based on actual surcharge receipts)………………………………. | $ 89,110.00 |
| Total Revenue…………………………………………………………………… | **$343,710.00** |

**Set Aside- Open Space**
$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**
$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**
$34,371.00 to be set aside, held in the Community Preservation Fund, and spent in FY2010 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**
$17,185.50 to defray the administrative and operating expenses of the Community Preservation Committee in FY2010 for the Community Preservation Fund (discretionary)

**Set Aside - Discretionary**
Reserved For CPF (Discretionary) $223,411.50

**FY 2008 Interest/Adjustments**
To accept $19,585.40 of interest/adjustments received in FY08 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the General Reserve Account.
$ 1,958.54 Set Aside – Open Space
$ 1,958.54 Set Aside – Community Housing
$ 1,958.54 Set Aside – Historic Preservation
$13,709.78 General Unreserved

, or take any other action relative thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

***MOTION MADE:*** that the Town vote to accept the report of the Community Preservation Committee for the FY 2010 Community Preservation Projected Receipts and accept upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as shown in the warrant.
**MOTION CARRIES BY MAJORITY VOTE.**

*ARTICLE 19*: To see if the Town will vote to appropriate $100,000 of which $36,329.54 is from the CPA Housing Reserve Fund and $63,670.46 is from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*

***MOTION MADE:*** that the Town vote to appropriate $100,000 of which $36,329.54 is from the CPA Housing Reserve Fund and $63,670.46 is from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee.
**MOTION CARRIES BY MAJORITY VOTE.**

*ARTICLE 20*: To see if the Town will vote to appropriate the amount of $166,000 of which, $36,329.54 is from the CPA Historic Fund, and $129,670.46 is from the CPA General Unreserved Fund, as requested by the Town of Southborough. Monies will be used for the restoration of the South Union School for the purpose of historic preservation. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Not Support**
***Summary:*** *The Town of Southborough is requesting funds for the historical restoration of South Union School, restoration of the windows addition of storm windows, and other external renovations.*

***MOTION MADE:*** that the Town vote to appropriate the amount of $166,000 of which, $36,329.54 is from the CPA Historic Fund, and $129,670.46 is from the CPA General Unreserved Fund, as requested by the Town of Southborough. Monies will be used for the restoration of the South Union School for the purpose of historic preservation. Said funds to be expended under the direction of the Community Preservation Committee.
**MOTION TO MOVE THE QUESTION CARRIES UNANIMOUSLY.**
**MOTION CARRIES UNANIMOUSLY.**

*ARTICLE 21*: To see if the Town will vote to appropriate $26,389.00 from the CPA General Unreserved Fund to fund Phase III of the Southborough Town Clerk's project. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.
**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *Paul J. Berry, Town Clerk, who has presided over the Town's records for many years, will be responsible for this project in which public records will be preserved. Unless this is done important records will continue to deteriorate under damp storage conditions and will eventually become illegible. This is the third year of funding this project.*

***MOTION MADE:*** that the Town vote to appropriate $26,389.00 from the CPA General Unreserved Fund to fund Phase III of the Southborough Town Clerk's project. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee.
**MOTION CARRIES UNANIMOUSLY.**

***ARTICLE 22***: To see if the Town will vote to appropriate $12,000 from the CPA Discretionary Fund to hire a curator/consultant to assess and prioritize the existing collection of items for preservation and historical importance. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *Southborough Historical Society has hundreds of artifacts/items in its care that require an expert's assessment concerning its importance and urgency for preservations. Funds will be used for the assessment and to preserve items in need of immediate attention. Once assessment is complete a future application for funds can be submitted detailing priority and cost for preservation.*

***MOTION MADE:*** that the Town vote to appropriate $12,000 from the CPA Discretionary Fund to hire a curator/consultant to assess and prioritize the existing collection of items for preservation and historical importance. Said funds to be expended under the direction of the Community Preservation Committee.
**MOTION CARRIES BY MAJORITY VOTE.**

***ARTICLE 23***: To see if the Town will vote to appropriate $190,950.00 of which $36,329.54 is from the Open Space Reserve Fund, and $154,620.46 is from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

***MOTION MADE:*** that the Town vote to appropriate $190,950.00 of which $36,329.54 is from the Open Space Reserve Fund, and $154,620.46 is from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.
**MOTION CARRIES BY MAJORITY VOTE.**

***ARTICLE 24***: To see if the Town will vote to appropriate $6,000 from the CPA Discretionary Fund, to assess existing and/or new property for the use of recreation fields for Town of Southborough. Said funds to be expended under the direction of the Community Preservation Committee and the Board of Selectmen, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Monies are to be used to hire an engineering firm to evaluate the condition/work required on a piece of property that the town owns or is considering purchasing for the purpose of recreation. Use of the funds is contingent upon approval of the Board of Selectmen.*

***MOTION MADE:*** that the Town vote to appropriate $6,000 from the CPA Discretionary Fund, to assess existing and/or new property for the use of recreation fields for Town of Southborough. Said funds to be expended under the direction of the Community Preservation Committee and the Board of Selectmen.
**MOTION CARRIES UNANIMOUSLY**

***ARTICLE 25***: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic for the Board of Health to a maximum of $6,500
2. Inspection services for the Sealer of Weights and Measures, plumbing and wiring for receipts to a maximum of $80,000
3. Recreation Department for 9-11 Field Maintenance and usage to a maximum of $50,000
4. Hazardous Materials for charges and expenses related to hazardous incidents to a maximum of $75,000

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN AND RECREATION DEPARTMENT**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article, which provides for revolving funds must be approved annually and will:*

*1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic;*
*2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors; 3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
*4. To use money collected from hazardous incidents to cover the departmental expense related to the incident.*

***MOTION MADE:*** that the Town vote pursuant to M.G. L, Chapter 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:
Immunization/emergency dispensing clinic for the Board ofHealth to a maximum of $6,500
2. Inspection services for the Sealer of Weights and Measures, plumbing and wiring for receipts to a maximum of $80,000
3. Recreation Department for 9-11 Field Maintenance and usage to a maximum of $50,000
4. Hazardous Materials for charges and expenses related to hazardous incidents to a maximum of $75,000
**MOTION CARRIES UNANIMOUSLY**

***ARTICLE 26***: To see if the Town will vote to amend the general By-laws of the Town, Chapter 6, Article IV therof entitled "Southborough Housing Opportunity Partnership Committee" by striking therefrom in its entirety sections 6-11 and 6-12 and inserting in place therof the following new sections:

§6-11. Establishment.

The Selectmen shall appoint a committee to be called the SouthboroughHousing Opportunity Partnership Committee, to be comprised of four (4) members, serving staggered terms of three (3) years each. Said committee shall also include one member each from the following: Planning Board, Board of Selectmen, and Southborough Housing Authority for a total committee membership of seven (7).

§6-12. Purpose.

Said Committee's purpose shall be to study, promote, and act as facilitators to create affordable housing in the Town of Southborough, and any other action related thereto.

**Proposed by: SHOPC**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *The purpose of this article is to change the membership status of the members of the Planning Board, Board of Selectmen and Housing Authority members from ex-officio (non-voting) to full membership status with voting authority.*

***MOTION MADE:*** that the Town vote to amend the general By-laws of the Town, Chapter 6, Article IV therof entitled "Southborough Housing Opportunity Partnership Committee" by striking therefrom in its entirety sections 6-11 and 6-12 and inserting in place therof the new sections as printed in the warrant.
**MOTION CARRIES UNANIMOUSLY.**

**Approved by the Attorney General on October 7, 2009**

**At 10:20pm MOTION MADE TO DISSOLVE ANNUAL TOWN MEETING PASSED UNANIMOUSLY.**

True Copy
Attest:

Paul J. Berry, Town Clerk

Town of Southborough
SPECIAL TOWN MEETING
September 29, 2009

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, September 29, 2009 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 168 voters were present.

**Checkers:**

| | |
|---|---|
| **Brenda Gaffney** | **Lidia A. Kiley** |
| **Janet M.E. Mattioli** | **Linda C. Hubley** |
| **Lois W. Denman** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Kelly Roney** | **9 Strawberry Hill Rd** |
| **George Pedersen** | **11 Strawberry Hill Rd** |
| **Desiree Aselbekian** | **137 Woodland Rd** |
| **Dana Cunningham** | **10 Parkerville Rd** |
| **Ralph Ellis** | **136 Main St** |
| **Tom Conlin** | **20 Pinecone Lane** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:20pm.**

A moment of silence was held in memory of Thomas McAuliffe, who was elected as a Selectman in 1970 and served the Town for 28 years.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Special Town Meeting. There being no objections from the floor, it was voted to allow the above non-voters to remain:
**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Jamie Clark, Technical Support Trottier**
**Karen Galligan, DPW Superintendent**
**Vanessa D. Hale, Assistant Town Administrator**
**Abby Jordan, Reporter, MetroWest Daily News**
**Photographer, MetroWest Daily News**
**Jean Kitchen, Town Administrator**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Dawn E. Michanowicz, Assistant Town Clerk**
**Jane T. Moran, Police Chief**
**Phil Rinehart, Facilities Manager**
**Beth Rosenblum, Conservation Administrator**
**John Woodsmall, Town Engineer**

**Lt. James Peltier (Fire Department Ladder Committee)**
**FF/EMT Thomas Hogan (Fire Department Ladder Committee)**
**Safety Officer John Peltier (Fire Department Ladder Committee)**

## Town of Southborough
## SPECIAL TOWN MEETING
### September 29, 2009

**MOTION MADE: To waive the reading of the entire Warrant.**
**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To see if the Town will vote to hear reports of the various Town Officers and Committees, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Summary:** *There will be presentations from the Municipal Facilities Committee and the Historical Committee on proposals for a new police station.*

*MOTION MADE:* that the Town vote to hear reports of the various Town Officers and Committees. (Facilities Committee and Historical Commission will give reports)
**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:
Brian Shay, Facilities Committee
Nancy Vargas, Historical Commission

*ARTICLE 2*: To see if the Town will vote to accept the amended provisions of Mass. General Laws Chapter 59 Section 5K, entitled: "Property tax liability reduced in exchange for volunteer services; persons over age 60", or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow a senior citizen who provides services to the town under the senior tax work-off program, to reduce their property tax liability up to $1,000. The current limit is $750.00.*

*MOTION MADE:* that the Town vote to accept the amended provisions of Mass. General Laws Chapter 59 Section 5K, entitled: "Property tax liability reduced in exchange for volunteer services; persons over age 60.
**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to accept the provisions of Mass. General Laws Chapter 32B Section 18A, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: 2 Support and 1 Abstain**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Adoption of this section would require any future Medicare eligible retiree who wishes to continue health care benefits, be transferred to a Medicare Supplemental Health plan offered by the Town. This section of law takes effect upon passage at Town Meeting.*

*MOTION MADE:* that the Town vote to accept the provisions of Mass. General Laws Chapter 32B Section 18A.
**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 4***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds, or otherwise, a sum not to exceed $990,000 to purchase and equip a ladder truck and all other costs incidental or related thereto, for use by the Fire Department, or to take any other action relative thereto.
**Sponsored by: FIRE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To replace the Town's 25 year old aerial ladder truck which has reached the end of its serviceable life. The truck has several defects and issues, and is not able to be certified for safe operation and use.*

REQUIRES 2/3 VOTE
***MOTION MADE:*** that the sum of $852,308 be and hereby is appropriated to pay costs of purchasing and equipping a ladder truck for the use of the Fire Department, and for the payment of all other costs incidental and related thereto, and that to meet this appropriation,

(i) the Treasurer, with the approval of the Selectmen is authorized to borrow $350,000 under and pursuant to Chapter 44 Section 7(9) of the General Laws, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefore and

(ii) transfer $397,895 from stabilization fund and

(iii) to pay the balance of the costs of acquiring the ladder truck, the Town hereby approves the transfer to this purpose of $104,413 which was previously borrowed to pay costs ofprojects that have been completed, but for which no further liability on part of the Town remains:

| Amount | Town Meeting Date | Article | Original Purpose |
|---|---|---|---|
| $104,413 | April 9, 2001 | 13 | Comm. Facilities Design |

Moderator requested consent of the Hall to allow non-town residents to speak to this motion. Consent was voted unanimously.
**MOTION PASSED BY:**
**YES: 158 NO: 4**

***ARTICLE 5***: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, by striking §174-24 "Enforcement and Penalties" in its entirety and inserting in place thereof the following language:

Section 174-24 Enforcement Procedures and Penalties

This chapter shall be enforced by the Building Inspector, as Zoning Enforcement Officer, as provided for in MGL Ch.40A, §7. No structure shall be erected, altered, demolished or moved and no land or structure shall be changed in use until and unless a permit has been issued. Any person violating any provisions of this bylaw, any conditions under which a permit is issued, or any decision rendered by the Board of Appeals or the Planning Board, shall be punished by a fine not exceeding three hundred dollars ($300) for each offense. Each day that such violation continues shall constitute a separate offense.

Any violation of which is subject to a specific penalty herein may be penalized by a noncriminal disposition as provided in MGL Ch.40, §21D. A noncriminal disposition under this provision shall not preclude further judicial proceedings regarding continuing violation of the Southborough Zoning Code beyond the date of said noncriminal disposition or the use of any other remedy provided for violation pursuant to MGL

Ch.40A. The Zoning Enforcement Officer may give to the person violating this bylaw a written notice to appear before the Clerk of the Westborough District Court at any time during normal business hours not later than 21 days after the date of such notice. Such notice shall be in triplicate and shall contain the name and address, if known, of the violator, the specific offensecharged, and the time and place for his required appearance. Such notice shall be signed by the zoning enforcement officer, and shall be signed by the violator whenever practicable in acknowledgement that such notice has been received.
,or do or act anything in relation thereto.

**Sponsored by: BUILDING INSPECTOR AND PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The three hundred dollar amount ($300.00) is what will be recommended by the Zoning Advisory Committee (ZAC) within the revision of the town's Zoning Bylaws. The Building Inspector with the guidance of Town Counsel will design a Zoning Violation Ticket.*

REQUIRES 2/3 VOTE
***MOTION MADE:*** Motion made that the Town vote to amend the Zoning Code of the Town of Southborough, by striking § 174-24 "Enforcement and Penalties" in its entirety and inserting in place thereof the following language as printed in the warrant.
**MOTION PASSED BY:**
**YES: 141 NO: 4**

**Approved by the Attorney General on January 7, 2010.**

***ARTICLE 6***: To see if the Town will vote to accept drainage easements from Planning Reality, LLC and Security Realty Trust along the easterly and westerly sides of Newton Street, in the vicinity of 28 Newton Street, being the same easements shown on a plan entitled "Easement Plan of Land in Southborough, MA, prepared for Newton Street, LLC, 303 Worcester Road, Framingham, MA 01710", prepared by Bruce Saluk & Associates, Inc., Civil Engineers & Land Surveyors, dated June 22, 2009, or do or act anything in relation thereto.

**Sponsored by: DPW SUPERINTENDENT**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This allows the Town to discharge the public storm drain system in the vicinity of 28 Newton Street onto the private property at 28 Newton Street.*

REQUIRES 2/3 VOTE
***MOTION MADE:*** that the Town vote to accept drainage easements from Planning Realty, LLC and Security Realty Trust along the easterly and westerly sides of Newton Street, in the vicinity of 28 Newton Street, being the same easements shown on a plan entitled "Easement Plan of Land in Southborough, MA, prepared for Newton Street, LLC, 303 Worcester Road, Framingham, MA 01710", prepared by Bruce Saluk & Associates, Inc., Civil Engineers & Land Surveyors, dated June 22, 2009.

**MOTION PASSED BY:**
**YES: 146 NO: 1**

***ARTICLE 7***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds $33,500 to purchase a new police cruiser, or do or act anything in relation thereto.

**Sponsored by: INTERIM POLICE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: 2 Support 1 Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will fund the purchase of a ford explorer to replace a 2003 Crown Vic, currently used by the Police Chief that has mileage of 76,000+.*

REQUIRES 2/3 VOTE
***MOTION MADE:*** that the Town vote to transfer from stabilization funds the amount of $33,500 to purchase a new police cruiser.
**MOTION PASSED BY:**
**YES: 139 NO: 6**

***ARTICLE 8***: To see if the Town will vote to amend the Code of the Town of Southborough, Chapter 81 entitled Dogs and Other Animals, as follows:

*By adding the following new definition to:* **Article II, Dogs §81-2. Definitions**.

**KENNEL – one pack or a collection of dogs on a single premises, whether maintained for breeding, boarding, sale, training, hunting or other purposes and including any shop where dogs are on sale, and also including every pack or collection of more than three dogs three months old or over, owned or kept by a person on a single premises irrespective of the purpose for which they are maintained.**

*By deleting* **§81-5 Impoundment notice; redemption** *its entirety and insert in its place the following:*

**§81-5. Disposition of Dogs: storage fees**

A. If such dog so impounded has upon it the name or address of the owner thereof, or if the name of said owner is otherwise known, then the Animal Control Officer shall immediately notify the owner, and if the owner is not known, then no notice shall be necessary.
B. Any dog confined by the Animal Control Officer, unless picked up by the owners, shall be kept for at least ten (10) days.
C. A storage kennel fee for the boarding of impounded dogs shall be charged at a rate based on contractual agreements between the Board of Selectmen and the contractor/kennel. Such charges will be made public at least 14 days before being effective and a copy of such charges then in effect, will be maintained by the Town Clerk for public inspection.
D. Any dog confined by the Animal Control Office shall not be released to the owner until the owner produces evidence of a current dog license and pays all fines and storage fees.

*By adding a new section 10 as follows:*

**§81-10. Licensing Fees**
The fee for a license for every dog six months of age or older owned or kept in the Town of Southborough shall be $8 (eight dollars) for a spayed female or male neutered dog and $12 (twelve dollars) for any other female or male dog; $30 (thirty dollars) for a kennel of four or less dogs, $60 (sixty dollars) for a kennel of 5 (five) to 10 (ten) dogs; $100 (one hundred dollars) for a kennel of more than 10 dogs.
,or do or act anything in relation thereto.

**Sponsored by: INTERIM POLICE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will allow the Town of Southborough to increase fees for dog and kennel licenses. The definition of "Kennel" will bring the Town into compliance with MA General Law 140 S151 as will the changes made to Disposition of Dogs. In addition the storage fees will be specified in the contract between the Town and the Animal Control Officer. It will place the responsibility of storage fees on the dog owner, not the Town.*

***MOTION MADE:*** to see if the Town will vote amend the Code of the Town of Southborough, Chapter 81 entitled Dogs and Other Animals, as printed in the warrant.
**MOTION PASSED UNANIMOUSLY.**

**Approved by the Attorney General on January 7, 2010.**

***ARTICLE 9***: To see if the Town will vote to delete Chapter 133 and amend the Code of the Town of Southborough by inserting a new Chapter 133 as follows:

## DOOR-TO-DOOR SOLICITATION

SECTION 133-1: PURPOSE

This By-Law, adopted pursuant to G.L. c. 43B, Section 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements for all persons intending to engage in door-to-door commercial solicitation at residences in the Town of Southborough in order to (1) protect its citizenry from disruption of the peaceful enjoyment of their residences and from perpetration of fraud and other crimes; and (2) to allow reasonable access to residents in their homes by persons or organizations who wish to communicate commercial messages.

SECTION 133-2: DEFINITIONS

A. "Solicitation" shall mean and include any one or more of the following residential door-to-door activities by, or on behalf of, commercial organizations:
   1. selling, or seeking to obtain orders for the purchase of goods or services by commercial organizations including advertising in any type of publication, for any kind of consideration whatsoever;
   2. selling, or seeking to obtain prospective customers for application for purchase of insurance of any kind;
   3. selling, or seeking to sell subscriptions to books, magazines, periodicals, newspapers or any other type of publication
   4. seeking to obtain money, or any valuable thing wholly or in part for commercial purposes or by a professional solicitor or commercial co-venture for a charitable or other non-commercial organization.
   5. seeking to obtain information or data on the background, occupation, economic status, political affiliation, attitudes, viewpoints, or the like of the occupants of a residence for the purpose of selling or using such data, wholly, or in part, for commercial purposes.
   6. seeking to enlist membership in any organization for commercial purposes: or seeking to present, in person, organizational information for commercial purposes

B. "Residence" shall mean and include every individual dwelling unit occupied for residential purposes by one or more persons.

C. "Charitable Organizations", "Professional Solicitor" and "Commercial co-venturer" shall be defined as set fort in Chapter 68, Section 18, of the General Laws.

SECTION 133-3: REGISTRATION

Every person or organization intending to engage in soliciting door-to-door on behalf of a commercial organization in the Town of Southborough must register with the Police Department at least 7 days in advance by filing a registration application form with the Chief of Police.

SECTION 133-4: REGISTRATION CARDS

A. The Police Chief shall furnish each person engaged in solicitation with a registration card which shall contain indentifying formation as required by the Police Chief.
B. Persons engaged in solicitation must carry the registration card at all times and present the card to any person solicited or upon request of any police officer.
C. Registration cards are valid only for the specific dates or times specified thereon an in no case for longer than 90 days.
D. The Police Chief shall refuse to register an organization or individual whose registration has been revoked for violation of this By-Law within the previous two-year period, or who has been convicted of any crime affecting personal safety.

SECTION 133-5: EXCEPTIONS

A. Registration shall not be required for officers or employees of the Town, county, state or federal governments when on official business or for volunteers acting on behalf of Charitable Organizations or for religious or political purposes.

SECTION 133-6: DUTIES OF SOLICITORS

A. Any solicitor who has entered any premises or real property shall immediately and peacefully, depart from the premises or real property when requested to do so by the occupant.
B. Immediately upon entering premises or real property, the solicitor must do the following:

(i) Present his/her registration card for inspection by the occupant
(ii) Request that the occupant read the registration card.
(iii) Inform the occupant in clear language of the nature and purpose of his/her business, and, if he/she is representing an organization, the name and nature of that organization.

C. It shall be the duty of every organization employing solicitors or canvassers to notify the Police Department daily as to the area(s) of the Town in which they will be operating.

SECTION 133-7: PENALTY

A. Any person or organization violating any of the provisions of this By-Law shall be subject to a fine of $25.00 for each offense.
B. Any person or organization who violated any provision of this By-Law, or who knowingly provides false information on the registration application, shall have his/her/its registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified mail at the address set forth in the application.

SECTION 133-8: SEVERABILITY

Invalidity of any individual provision of the By-Law shall not affect the validity of the By-Law as a whole.

DOOR TO DOOR SOLICITATION

The Southborough Police Department requires that all door to door solicitors adhere to the following guidelines:

1. All solicitors must first fill out an application form and submit $25.00 fee per solicitor to have a background check done. Once you have been cleared, you will receive badges for all solicitors working with your group. If someone doesnot clear the process due to a past criminal record, they will not be allowed to canvass in the Town of Southborough.
2. You are required to check in the daily before you start, with a list of people soliciting in the area and location where they will be soliciting. If any solicitor does not check in with the Southborough Police Department before they begin soliciting for any day, they will have to cease soliciting immediately upon the direction of a Police Officer.
3. All solicitors are to wear the badge issued by the Southborough Police Department and ONLY those who have been previously cleared by the Southborough Police are allowed to solicit. If a solicitor loses his/her badge, soliciting must stop until another badge is issued.

4. The Police Department will provide a No Solicitors List. This list is of Southborough residences where solicitation is prohibited. This list MUST BE adhered to, and all parties who are canvassing the area MUST have a current copy of the No Solicitors list. It is the responsibility of each solicitation group to provide a current copy of this list to each member in their group. Each resident owner on this list has contacted the Police Department to record the fact that there is to be NO SOLICITING on their property. Violation of the No Soliciting list is cause for penalty to solicitors up to and including arrest for trespassing after notice.
5. Respect people's wishes if they ask you to leave. If the Southborough Police Department receives complaints of solicitors harassing or disturbing the peace of residents, action up to and including arrest may be taken for any violation.
6. Acceptable times for solicitation should fall between 8 A.M. and 6 P.M. Solicitation earlier or later than these times generate many calls from residents/business owners who feel that their right to privacy in their homes/business has been violated. The Southborough Police Department will take any action necessary to protect the right to privacy of our residents.

,or do or act anything in relation thereto.

**Sponsored by: INTERIM POLICE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the police department to require background checks of solicitors who wish to engage in door to door, for profit solicitations in the Town of Southborough. It will provide solicitors with a registration card and the fees obtained will pay for the costs. It will allow the Police Department to better protect its citizenry from disruption and possible crimes.*

*MOTION MADE:* that the Town vote to delete Chapter 133 and amend the Code of the Town of Southborough by inserting a new Chapter 133 Door-to-Door Solicitation as printed in the warrant.
**MOTION PASSED BY MAJORITY VOTE.**

**Disapproved by the Attorney General on April 8, 2010.**

*ARTICLE 10:* To see if the Town will vote to amend the Code of the Town of Southborough by adding a new Chapter 51 as follows:

### Chapter 51 PUBLIC CONSUMPTION OF MARIJUANA OR TETRAHYDROCANNABINOL

### §51-1. Consumption and Possession

No person shall smoke, ingest, or otherwise use or consume marijuana or tetrahydrocannabionol (as defined in Mass General Laws Chapter 94C section 1 as amended) while in or upon any street, sidewalk, public way, footway, passageway, stairs, bridge, park, playground, beach, recreation area, boat landing, public building, schoolhouse, school grounds, cemetery, parking lot, or any area owned by or under the control of the town; or in or upon any bus or other passenger conveyance operated by a common carrier; or in any place accessible to the public

### § 51-2. Enforcement

This by law may be enforced through any lawful means in law or in equity including, but not limited to enforcement by criminal indictment or complaint pursuant to Mass General Laws Chapter 40 Section 21, or by non criminal disposition pursuant to Mass General Laws Chapter 40 Section 21D, by any police officer. The fine for violation of this by-law shall be three hundred dollars ($300) for each offense. Any penalty imposed under this by-law shall be **in addition** to any civil penalty imposed under Mass General Laws Chapter 94C Section 32L, or do or act anything in relation thereto.

**Sponsored by: INTERIM POLICE CHIEF AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will allow the Police Department to enforce MA General Law Chapter 40 Section 21D by increasing the fine for public possession of marijuana by $300, over and above the required $100, mandated by MA General Law Chapter 40, Section 21D, by any lawful means.*

*MOTION MADE:* that the Town vote to amend the Code of the Town of Southborough by adding a new Chapter 51 PUBLIC CONSUMPTION OF MARIJUANA OR TETRAHYDROCANNABINOL as printed in the warrant.

**AMENDMENT TO MOTION:** § 51-2. Enforcement

This by-law may be enforced by non criminal disposition pursuant to Mass. General Laws Chapter 40 Section 21D, by any police officer who may give to the person violating this bylaw a written notice to appear before the Clerk of the Westborough District Court at any time during normal business hours not later than 21 days after the date of such notice. Such notice shall be in triplicate and shall contain the name and address, if known, of the violator, the specific offense charged, and the time and place for his required appearance. Such notice shall be signed by the police officer, and shall be signed by the violator whenever practicable in acknowledgement that such notice has been received. This fine for violation of the by-law shall be three hundred dollars ($300) for each offense. Any penalty imposed under this bylaw shall be in addition to any civil penalty imposed under Mass. General Laws Chapter 94C Section 32L. If a violator fails to pay the fine issued, this bylaw may be enforced through any lawful means in law or in equity including, but not limited to enforcement by criminal indictment or complaint pursuant to Mass. General Laws Chapter 40 Section 21.

**MOTION TO MOVE THE QUESTION.**
REQUIRES 2/3 VOTE
**MOTION TO MOVE THE QUESTION CARRIES BY: YES: 103 NO: 31**
**AMENDMENT TO MOTION DEFEATED BY MAJORITY VOTE.**
**ORIGINAL MOTION PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on January 7, 2010.**

*ARTICLE 11:* To see if the Town will vote to authorize revolving funds accounts for the Conservation Commission pursuant to the provision of MGL Ch. 44 § 53E ½ for the current fiscal year which began on July 1, 2009 for the following purpose:

| Revolving Fund | Authorized to spend fund | Revenue Source | Use of fund | FY 2010 Spending Limit |
|---|---|---|---|---|
| Local Wetland Filing Fees | Conservation Commission | Fees collected under the Southborough Wetland By Law and Regulations for permitting projects and review | To cover departmental and consultant costs incurred for the review, issuance, and ongoing monitoring of permitted projects | $50,000 |

, or do or act anything in relation thereto.

**Sponsored by: CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The Conservation Commission is asking the town to establish a revolving fund under MGL Ch 44 Sect 53E 1/2. By setting up the revolving fund, the Commission will have spending control over the local filing fees recently enacted and be able to use them for Conservation related items such as consultant costs to review projects on behalf of the town, ongoing monitoring of permitted projects, etc. Without this revolving account, the local filing fees collected by the Conservation Commission will be deposited into the General Fund and will likely be used for purposes other than Conservation Commission business.*

*MOTION MADE:* that the Town vote to authorize revolving funds accounts for the Conservation Commission pursuant to the provision of MGL Ch. 44 § 53E ½ for the current fiscal year which began on July 1, 2009 as printed in the warrant:
**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 12:* To see if the Town will vote to amend the General Bylaws of the Town, entitled "Code of the Town of Southborough Massachusetts", by changing Section 41-1, paragraph A by deleting the words "second Monday of April at 7:00PM" and adding in its place the words "second Saturday of April at 1:00 PM", or do anything in relation thereto.

**Sponsored by: ADVISORY COMMITTEE**
**Board of Selectmen Recommendation: 2 Support, 1 Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would reflect changing the Annual Town Meeting to the second Saturday in April.*

*MOTION MADE:* that the Town vote to amend the General Bylaws of the Town, entitled "Code of the Town of Southborough Massachusetts", by changing Section 41-1, paragraph A by deleting the words "second Monday of April at 7:00PM" and adding in its place the words "first Saturday of April at 1:00 PM."
**MOTION DEFEATED BY MAJORITY VOTE.**

*ARTICLE 13:* To see if the Town will vote to amend the Town Code, Chapter 41 Town Meeting Article III, section §41-26 Availability of Annual Report and Warrant. This article will change the posting of the warrant to be "**seven days**" rather than "fourteen days" before the time appointed for the Annual Town Meeting
, or do act anything in relation thereto.

Following is the full text of this section with the proposed change:

§41-26 Availability of Annual Report and Warrant
The Selectmen shall have available copies of the Annual Town Report (stating in detail what actions have been taken during the preceding year by all Town officials), together with the Town Warrant (stating the agenda for the Town Meeting), for residents to take home from the Southborough Public Library, the Southborough Town House, the Southborough Police Station and the Southborough Transfer Station. The Town Shall place a legal advertisement in a local newspaper and post a notice on the local cable television bulletin board no later than **seven days** before an Annual Town Meeting stating that both the Annual Report and Warrant are available at these four locations. This same notice shall be posted together with a copy of the Annual Town

Report and Warrant at 12 public locations no later than **seven days** before the Annual Town Meeting. For a Special Town Meeting, only the legal notice and the Warrant will be posted and made available fourteen days before the Special Town Meeting, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN AND TOWN CLERK**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This change from fourteen days to seven days clarifies a discrepancy in the Town Code, Chapter 41 Town Meeting. Section §41-2 Notice of Meeting states the posting of the warrant should be seven days before the Town Meeting, whereas Section §41-26 Availability of Annual Report and Warrant states the posting of the warrant should be no later than 14 days before the Annual Town Meeting.*

***MOTION MADE:*** that the Town vote to amend the Town Code, Chapter 41 Town Meeting Article III, section §41-26 Availability of Annual Report and Warrant as printed in the warrant. **MOTION PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on January 7, 2010.**

**At 9:08pm it was unanimously voted to dissolve the SPECIAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

Town of Southborough
ANNUAL TOWN MEETING
April 12, 2010

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 12, 2010 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 377 voters were present.

**Checkers:**

**Doriann Jasinski**
**Janet M.E. Mattioli**
**Joyce Macknauskas**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Carl S. Anderson, Jr.** | **15 Gilmore Road** |
| **Edward D. Estella** | **21 Woodland Road** |
| **Arthur K. Holmes** | **73 Oak Hill Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Charles R. O'Connell** | **191 Main Street** |
| **Kelly Roney** | **9 Strawberry Hill Road** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:15 pm.**

The Colors were presented by The GIRL SCOUTS from 3Troops:

**Troop 77107**
**Lindsey Burzumato**
**Siena Fam**
**Siena Hubley**
**Victoria Lapidas**
**Jordyn Woodworth**

**Troop 72787**
**Annelise Eppen**
**Lexi Mills**

**Troop 77105**
**Samantha Brazeau**
**Sierra Dyer**

**Troop Leaders –**
**Andrea Hubley**
**Laura Eppen**
**Theresa Brazeau**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Ruth Anketell, Election Worker**
**Sophia Coleman, School Nurse**
**Lewis Maida, Town Hall and Police Station Custodian**
**Dorothy E. Manning, Secretary, Board of Health**
**Philip G. Mauch, Board of Health**
**Thomas W. McAuliffe, Board of Selectman**
**Robert E. Melican, Superintendent of Schools**
**Joanne Perkins, Election Worker**
**Theresa M. Prosperi, Election Worker**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

Town of Southborough
ANNUAL TOWN MEETING
April 12, 2010

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Patrick Collins, Assabet Valley, Director of Business**
**Joan Frank, Member, Regional School Committee**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Russell Horne, Historical Society**
**Kim Ivers, Children's Librarian**
**Michelle Jenkins, Assistant Town Clerk**
**Jean Kitchen, Town Administrator**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Steven Levy**
**Evan Lipps, Reporter, MetroWest Daily News**
**Shirley Lundberg, Member, Regional School Committee**
**Naomi Magnoni, Library Assistant**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Thomas Mead, Principal, Algonquin Regional School**
**Jane T. Moran, Police Chief**
**Nathaniel L. Nahabedian, Boy Scouts, Troop 92**
**Mary Jo Nawrocki, Superintendent, Assabet Valley Regional School**
**Paul Pisinski, Board of Health Agent**
**Ewa Pytowska, Assistant Superintendent of Southborough Schools**
**Phil Rinehart, Facilities Manager**
**Dr. Richard Seder, Former Board of Health Member**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Jean Tower, Director of Technology, Southborough Schools**
**Helynne Winter, Member, Regional School Committee**
**John Woodsmall, Town Engineer**
**Photographer, MetroWest Daily News**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hears reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Steve Therand, Assabet Valley Regional Vocational School, on the Building Renovation.**
- **Dr. Louis Fazen, III, Board of Health Chairman, on the Timothy P. Stone Award and thanks to Dr. Richard Sedar, for his years of service on the Board of Health.**
- **Donald Morris, Zoning Advisory Committee**
- **Andrew Mills, Community Preservation Committee**

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what dispositionshall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 3***: To see if the Town will vote to authorize the Town Treasurer, with the approval of theBoard of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1,2010 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2010 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

**Proposed by: CAPITAL BUDGET PLANNING COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The Capital Budget Planning Committee does not have a report this year.*

**MOTION MADE:** TO POSTPONE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to amend the Salary Administration Plan and Personnel By-laws by striking from the end of Schedule C, under the subcategory entitled "hourly rates for part time positions, Grade 1" the minimum sum of "$6.65" and insert in place thereof the figure "$7.25".

Further to add at the end of Schedule D the following:

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, or similar public safety concerns) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:

$40.00 per hour effective July 1, 2010.

Further to strike from Schedule E, entitled "Miscellaneous Annual Compensation Schedule" as to Tree Warden the sum of "$2,500.00" and insert in place thereof the sum of "$4,000.00" and

Further to add to Schedule E, at the end the following: "Website Administrator....$2,800.00"

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The minimum wage has increased from $6.65 to $7.25; the Fire Chief requested language be added to clarify what non-union firefighters are paid for details; the Tree Warden's stipend was incorrectly stated in the FY10 Salary Administration Plan; the Website Administrator stipend was added to the Salary Administration Plan.*

**MOTION MADE:** That the Town vote to amend the Salary Administration Plan and Personnel By-Laws as printed in the warrant

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 6***: To see if the Town will vote to establish and authorize the use of a revolving fund account for the Recreation Commission for a maximum amount of $259,000.00 pursuant to the provisions of M.G.L. c.44 § 53E ½ as amended, or do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This will create a true revolving fund for Recreation. In the past they operated under a different section of law where they could only keep $10,000 of their surplus and the rest was turned over to the General Fund.*

**MOTION MADE:** That the Town vote to establish and authorize the use of a revolving fund account for the Recreation omission for a maximum amount of $259,000.00 pursuant to theprovisions of M.G.L.c.
44 § 53E ½ as amended.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 7*: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY11.*

**MOTION TO ADJOURN Annual Town Meeting at 8:04pm to have the Special Town Meeting PASSED UNANIMOUSLY.**

**MOTION MADE:** To resume Annual Town Meeting at 8:48pm.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 7*: (continued)

MOTION MADE: That the Town vote to raise a sum of money not to exceed the sum of $43,119,053 as may be necessary for the Town's use, an make appropriations of the same.

| | | |
|---|---|---|
| Transfer from the Cemetery Perpetual care Stabilization Fund | 15,000.00 | |
| Transfer from Free Cash | 1,255,534.00 | |
| Transfer from Overlay Reserve | 185,000.00 | |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 200,000.00 | |
| Transfer from Aerial Ladder Donation Fund | 28,600.00 | |
| Transfer from Septic Betterment Fund | 50,112.00 | |
| Transfer from Premium Reserve | 345.00 | |
| Transfer from SBAB Reserve Reimb. | 24,772.00 | |
| Transfer from Water Reserve | 65,000.00 | |
| Transfer from various articles: | | |
| | 2,157.50 | Article 15 ATM 4-9-07 |
| | 92.70 | Article 11 ATM 4-14-08 |
| | 10,309.03 | Article 11 ATM 4-14-08 |
| | 697.00 | Article 11 ATM 4-14-08 |
| | 23,200.00 | Article 17 ATM 4-9-07 |
| | 1,885.62 | Article 17 ATM 4-9-07 |
| | 1,550.00 | Article 12 ATM 4-14-08 |
| | 1,378.15 | Article 23 ATM 4-9-07 |
| | 5,000.00 | Article 2 STM 4-13-92 |
| Transfer from various articles(less than 1,000 – debt.) | | |
| | 315.00 | Article 22 ATM 4-13-04 |
| | 663.00 | Article 3 STM 1-21-06 |
| | 363.00 | Article 43 ATM 4-13-98 |

That the balance of $41,247,079 be raised and appropriated.

**MOTION MADE**: To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

## *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | |
| 57000-57990 Other Charges and Expenses | 20 | 0 | 25 | 25 | |
| MODERATOR TOTAL | 70 | 50 | 75 | 75 | 0.00% |

*121-129 Executive*

| | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **121 ELECTED BOARD OF SELECTMEN** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 3,000 | 3,000 | 2,400 | 2,400 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 3,000 | 3,000 | 2,400 | 2,400 | 0.00% |

| | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **122 BOARD OF SELECTMEN** | | | | | |
| 51000-51990 Personal Services | 248,036 | 257,077 | 268,831 | 269,144 | |
| 52000-53990 Purchase of Services | 80,860 | 74,850 | 94,664 | 81,740 | |
| 54000-55990 Supplies | 8,962 | 6,343 | 7,631 | 6,165 | |
| 57000-57990 Other Charges and Expenses | 5,856 | 8,281 | 5,086 | 4,833 | |
| BOARD OF SELECTMEN TOTAL | 343,714 | 346,551 | 376,212 | 361,882 | -3.81% |

*131-149 Financial Administration*

| | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **131 ADVISORY COMMITTEE** | | | | | |
| 54000-55990 Supplies | 180 | 180 | 0 | 30 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 180 | 120 | |
| ADVISORY COMMITTEE TOTAL | 180 | 180 | 180 | 150 | -16.67% |

| | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **132 RESERVE FUND** | | | | | |
| 57000-57990 Other Charges and Expenses | 19,251 | 0 | 200,000 | 175,000 | |
| RESERVE FUND TOTAL | 19,251 | 0 | 200,000 | 175,000 | -12.50% |

**MOTION MADE:** That the budget of the Reserve Fund ($175,000) be reduced by $25,000 to a new total of $150,000.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | |
| 51000-51990 Personal Services | 96,611 | 101,668 | 105,932 | 107,972 | |
| 52000-53990 Purchase of Services | 33,550 | 11,206 | 3,175 | 1,000 | |
| 54000-55990 Supplies | 780 | 370 | 800 | 797 | |
| 57000-57990 Other Charges and Expenses | 966 | 709 | 312 | 450 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN ACCOUNTANT TOTAL | 131,907 | 113,953 | 110,219 | 110,219 | 0.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **136 AUDIT** | | | | | |
| 52000-53990 Purchase of Services | 21,000 | 21,000 | 32,500 | 23,500 | |
| AUDIT TOTAL | 21,000 | 21,000 | 32,500 | 23,500 | -27.69% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 139,519 | 145,460 | 149,634 | 145,080 | |
| 52000-53990 Purchase of Services | 16,804 | 20,716 | 19,650 | 18,400 | |
| 54000-55990 Supplies | 6,703 | 5,838 | 7,000 | 7,251 | |
| 57000-57990 Other Charges and Expenses | 5,709 | 2,843 | 2,350 | 2,550 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| ASSESSORS TOTAL | 168,736 | 174,858 | 178,634 | 173,281 | -3.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | |
| 51000-51990 Personal Services | 194,927 | 190,708 | 202,082 | 169,881 | |
| 52000-53990 Purchase of Services | 7,926 | 5,055 | 5,063 | 5,125 | |
| 54000-55990 Supplies | 3,546 | 2,025 | 2,595 | 2,630 | |
| 57000-57990 Other Charges and Expenses | 2,086 | 2,956 | 1,888 | 1,938 | |
| 58000-58999 Capital Outlay | 0 | 1,000 | 0 | 0 | |
| TREASURER/COLLECTOR TOTAL | 208,486 | 201,744 | 211,628 | 179,574 | -15.15% |

***151-159 Operations Support***

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **151 LEGAL** | | | | | |
| 52000-53990 Purchase of Services | 95,000 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 95,000 | 95,000 | 95,000 | 95,000 | 0.00% |

**MOTION MADE:** That the budget of Legal be reduced to $92,150.

**MOTION DEFEATED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | |
| 51000-51990 Personal Services | 6,360 | 0 | 3,000 | 1,230 | |
| 52000-53990 Purchase of Services | 9,031 | 9,006 | 4,550 | 4,550 | |
| 54000-55990 Supplies | 100 | 151 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 265 | 200 | 220 | 220 | |
| PERSONNEL BOARD TOTAL | 15,756 | 9,357 | 7,770 | 6,000 | -22.78% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | |
| 52000-53990 Purchase of Services | 49,360 | 55,000 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 49,360 | 55,000 | 55,000 | 55,000 | 0.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | |
| 20 GEOGRAPHIC INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 34,509 | 31,244 | 19,400 | 18,600 | |
| 54000-55990 Supplies | 1,706 | 166 | 4,700 | 4,000 | |
| 58000-58990 Capital Outlay | 88 | 0 | 0 | 0 | |
| Geographic Information Systems Total | 36,303 | 31,411 | 24,100 | 22,600 | |
| 21 OTHER INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 121,755 | 130,086 | 120,346 | 119,898 | |
| 54000-55990 Supplies | 3,781 | 3,337 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 23,523 | 33,323 | 27,647 | 22,802 | |
| Other Information Systems Total | 149,059 | 166,747 | 152,693 | 147,400 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 185,362 | 198,158 | 176,793 | 170,000 | -3.84% |

***160-169 Licensing and Registration***

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 35,000 | 37,000 | 38,110 | 38,110 | |
| ELECTED TOWN CLERK TOTAL | 35,000 | 37,000 | 38,110 | 38,110 | 0.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 46,634 | 48,496 | 50,083 | 48,444 | |
| 52000-53990 Purchase of Services | 1,681 | 1,095 | 1,550 | 1,700 | |
| 54000-55990 Supplies | 699 | 558 | 850 | 800 | |
| 57000-57990 Other Charges and Expenses | 425 | 420 | 300 | 325 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN CLERK TOTAL | 49,439 | 50,569 | 52,783 | 51,269 | -2.87% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **162 ELECTIONS & REGISTRATION** | | | | | |
| 51000-51990 Personal Services | 49,494 | 57,918 | 48,325 | 63,649 | |
| 52000-53990 Purchase of Services | 14,665 | 12,575 | 16,370 | 13,247 | |
| 54000-55990 Supplies | 1,758 | 2,011 | 850 | 2,050 | |
| 57000-57990 Other Charges and Expenses | 459 | 581 | 500 | 600 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| ELECTIONS & REGISTRATION TOTAL | 66,375 | 73,084 | 66,045 | 79,546 | 20.44% |

***171-179 Land Use***

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 35,785 | 28,938 | 29,475 | 30,457 | |
| 52000-53990 Purchase of Services | 7,827 | 6,037 | 5,700 | 5,200 | |
| 54000-55990 Supplies | 533 | 307 | 550 | 300 | |
| 57000-57990 Other Charges and Expenses | 502 | 656 | 975 | 725 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| CONSERVATION COMMISSION TOTAL | 44,648 | 35,938 | 36,700 | 36,682 | -0.05% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | |
| 51000-51990 Personal Services | 121,747 | 126,855 | 129,790 | 126,656 | |
| 52000-53990 Purchase of Services | 651 | 909 | 3,865 | 1,350 | |
| 54000-55990 Supplies | 991 | 654 | 1,575 | 925 | |
| 57000-57990 Other Charges and Expenses | 6,025 | 4,500 | 4,514 | 4,573 | |
| PLANNING BOARD TOTAL | 129,415 | 132,918 | 139,744 | 133,504 | -4.47% |

**MOTION MADE:** That the budget of the Planning Board ($133,504) be reduced by $5,000 to a new total of $128,504.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | |
| 51000-51990 Personal Services | 8,655 | 9,047 | 10,072 | 10,081 | |
| 52000-53990 Purchase of Services | 2,992 | 4,640 | 5,400 | 4,925 | |
| 54000-55990 Supplies | 836 | 447 | 350 | 340 | |
| 57000-57990 Other Charges and Expenses | 0 | 500 | 0 | 0 | |
| ZONING BOARD OF APPEALS TOTAL | 12,484 | 14,635 | 15,822 | 15,346 | -3.01% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | |
| 52000-53990 Purchase of Services | 148 | 0 | 100 | 90 | |
| 54000-55990 Supplies | 106 | 73 | 150 | 150 | |
| OPEN SPACE TOTAL | 254 | 73 | 250 | 240 | -4.00% |

*191-199 Other*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | |
| 51000-51990 Personal Services | 322,398 | 293,778 | 277,621 | 272,254 | |
| 52000-53990 Purchase of Services | 228,274 | 235,090 | 147,260 | 146,325 | |
| 54000-55990 Supplies | 35,153 | 47,957 | 18,000 | 8,000 | |
| 57000-57990 Other Charges & Expenses | 2,510 | 1,103 | 1,225 | 1,710 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 588,335 | 577,928 | 444,106 | 428,289 | -3.56% |

## *200-299 PUBLIC SAFETY*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,406,321 | 1,433,879 | 1,518,821 | 1,500,821 | |
| 52000-53990 Purchase of Services | 49,130 | 93,259 | 61,434 | 61,434 | |
| 54000-55990 Supplies | 16,571 | 21,111 | 23,520 | 23,520 | |
| 57000-57990 Other Charges and Expenses | 2,623 | 1,939 | 3,998 | 3,998 | |
| 58000-58990 Capital Outlay | 9,164 | 3,122 | 2,000 | 2,000 | |
| POLICE DEPARTMENT TOTAL | 1,483,810 | 1,553,310 | 1,609,773 | 1,591,773 | -1.12% |

**MOTION MADE:** That the budget of the Police Department ($1,591,773) be reduced by $5,000 to a new total of $1,586,773.

**AMENDMENT TO THE MOTION:** Made by the Advisory Committee to reduce the Police Budget to $1,541,403.

**AMENDMENT PASSED: YES: 167 NO: 99**

**MOTION MADE:** To move forward to the Education Budget.

**MOTION DEFEATED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,471,198 | 1,556,281 | 1,589,317 | 1,570,075 | |
| 52000-53990 Purchase of Services | 103,430 | 93,215 | 115,006 | 102,263 | |
| 54000-55990 Supplies | 47,178 | 65,670 | 47,927 | 45,452 | |
| 57000-57990 Other Charges and Expenses | 2,790 | 2,956 | 3,405 | 3,105 | |
| 58000-58990 Capital Outlay | 22,024 | 2,826 | 7,880 | 7,105 | |
| FIRE DEPARTMENT TOTAL | 1,646,621 | 1,720,949 | 1,763,535 | 1,728,000 | -2.01% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 96,540 | 83,036 | 91,845 | 92,809 | |
| 52000-53990 Purchase of Services | 865 | 4,964 | 2,499 | 2,715 | |
| 54000-55990 Supplies | 80 | 381 | 920 | 275 | |
| 57000-57990 Other Charges and Expenses | 2,190 | 1,875 | 3,680 | 3,280 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| BUILDING DEPARTMENT TOTAL | 99,675 | 90,256 | 98,944 | 99,079 | 0.14% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | |
| 51000-51990 Personal Services | 926 | 2,426 | 2,426 | 2,426 | |
| 52000-53990 Purchase of Services | 166 | 482 | 700 | 245 | |
| 54000-55990 Supplies | 852 | 662 | 545 | 100 | |
| 57000-57990 Other Charges and Expenses | 100 | 0 | 100 | 0 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| CIVIL DEFENSE TOTAL | 2,044 | 3,571 | 3,771 | 2,771 | -26.52% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 26,705 | 28,039 | 29,008 | 28,156 | |
| 54000-55990 Supplies | 313 | 32 | 200 | 200 | |
| ANIMAL CONTROL OFFICER TOTAL | 27,018 | 28,071 | 29,208 | 28,356 | -2.92% |

## 400-499 PUBLIC WORKS & FACILITIES

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **420, 430, 490 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | |
| 51000-51990 Personal Services | 871,226 | 836,988 | 920,311 | 914,339 | |
| 52000-53990 Purchase of Services | 602,672 | 684,690 | 884,750 | 826,950 | |
| 54000-55990 Supplies | 353,841 | 405,867 | 396,125 | 360,575 | |
| 56000-56990 Intergovernmental | 2,550 | 2,550 | 2,550 | 2,550 | |
| 57000-57990 Other Charges and Expenses | 1,648 | 1,680 | 4,950 | 4,950 | |
| 58000-58990 Capital Outlay | 4,644 | 14,530 | 7,500 | 6,500 | |
| ALL OTHER DEPT. OF PUBLIC WORKS TOTAL | 1,836,580 | 1,946,305 | 2,216,186 | 2,115,864 | -4.53% |

**MOTION MADE:** That the budget of the Department of Public Works ($2,115,864) be reduced by $14,000 to a new total of $2,101,864.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | |
| 51000-51990 Personal Services | 311,438 | 322,709 | 379,266 | 386,080 | |
| 52000-53990 Purchase of Services | 204,935 | 149,706 | 213,350 | 190,350 | |
| 54000-55990 Supplies | 70,875 | 81,429 | 60,245 | 58,845 | |
| 56000-56990 Intergovernmental | 726,065 | 724,357 | 725,000 | 700,000 | |
| 57000-57990 Other Charges and Expenses | 450 | 788 | 625 | 625 | |
| 58000-58990 Capital Outlay | 6,851 | 5,597 | 5,000 | 3,500 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,320,616 | 1,284,587 | 1,383,486 | 1,339,400 | -3.19% |

## 500-599 HUMAN SERVICES

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 0.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 85,959 | 83,130 | 90,365 | 90,598 | |
| 52000-53990 Purchase of Services | 21,797 | 39,794 | 43,985 | 38,167 | |
| 54000-55990 Supplies | 1,253 | 3,499 | 2,500 | 1,600 | |
| 57000-57990 Other Charges and Expenses | 1,956 | 900 | 1,450 | 1,400 | |
| 58000-58990 Capital Outlay | 1,665 | 0 | 400 | 0 | |
| BOARD OF HEALTH TOTAL | 112,631 | 127,324 | 138,700 | 131,765 | -5.00% |

**MOTION MADE:** That the town increase the Board of Health Budget back to the initial 3% reduction. Specifically the Board of Health Budget would increase by $2,650 from $131,765 to $134,415 for FY11 budget.

**MOTION PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | |
| 51000-51990 Personal Services | 148,305 | 159,122 | 164,768 | 166,808 | |
| 52000-53990 Purchase of Services | 25,966 | 26,568 | 24,580 | 24,310 | |
| 54000-55990 Supplies | 4,794 | 4,472 | 5,290 | 4,420 | |
| 57000-57990 Other Charges and Expenses | 1,243 | 1,661 | 1,540 | 1,540 | |
| 58000-58990 Capital Outlay | 0 | 2,225 | 2,400 | 1,000 | |
| COUNCIL ON AGING TOTAL | 180,308 | 194,047 | 198,578 | 198,078 | -0.25% |

**MOTION MADE:** That the budget of the Council on Aging ($198,078) be reduced by $1,000 to a new total of $197,078.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | |
| 51000-51990 Personal Services | 117,392 | 117,635 | 120,049 | 117,425 | |
| 52000-53990 Purchase of Services | 4,431 | 4,362 | 4,985 | 4,114 | |
| 54000-55990 Supplies | 730 | 373 | 350 | 1,500 | |
| 57000-57990 Other Charges and Expenses | 2,005 | 2,728 | 1,500 | 0 | |
| YOUTH COMMISSION TOTAL | 124,558 | 125,098 | 126,884 | 123,039 | -3.03% |

**MOTION MADE:** That the budget of the Youth Commission ($123,039) be reduced by $1,240 to a new total of $121,799.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | |
| 51000-51990 Personal Services | 9,837 | 9,837 | 10,000 | 10,000 | |
| 52000-53990 Purchase of Services | 656 | 263 | 360 | 360 | |
| 54000-55990 Supplies | 341 | 123 | 375 | 375 | |
| 57000-57990 Other Charges and Expenses | 13,781 | 18,916 | 22,300 | 25,300 | |
| VETERANS' SERVICES TOTAL | 24,616 | 29,138 | 33,035 | 36,035 | 9.08% |

## *600-699 CULTURE & RECREATION*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | |
| 51000-51990 Personal Services | 254,861 | 248,406 | 279,090 | 284,784 | |
| 52000-53990 Purchase of Services | 28,474 | 28,442 | 29,860 | 29,666 | |
| 54000-55990 Supplies | 74,984 | 79,149 | 76,000 | 73,000 | |
| 57000-57990 Other Charges and Expenses | 13,662 | 14,036 | 17,300 | 14,800 | |
| 58000-58990 Capital Outlay | 1,352 | 3,220 | 0 | 0 | |
| LIBRARY TOTAL | 373,333 | 373,252 | 402,250 | 402,250 | 0.00% |

**MOTION MADE:** That the budget of the Library ($402,250) be reduced by $18,354 to a new total of $383,896.

**MOTION TO MOVE THE QUESTION PASSED UNANIMOUSLY.**

**MOTION TO REDUCE THE LIBRARY BUDGET BY $18,354 DEFEATED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 108,474 | 110,382 | 113,902 | 98,476 | |
| 52000-53990 Purchase of Services | 1,508 | 2,563 | 0 | 0 | |
| 54000-55990 Supplies | 3,211 | 793 | 0 | 24 | |
| 57000-57990 Other Charges and Expenses | 1,621 | 1,221 | 0 | 0 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| RECREATION COMMISSION TOTAL | 114,814 | 114,958 | 113,902 | 98,500 | -13.52% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 200 | 2,162 | 2,310 | 1,885 | |
| 54000-55990 Supplies | 1,429 | 117 | 190 | 115 | |
| HISTORICAL COMMISSION TOTAL | 1,629 | 2,280 | 2,500 | 2,000 | -20.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | |
| - | | | | | |
| 52000-53990 Purchase of Services | 350 | 350 | 375 | 350 | |
| 54000-55990 Supplies | 1,550 | 1,838 | 1,825 | 1,500 | |
| MEMORIAL DAY TOTAL | 1,900 | 2,188 | 2,200 | 1,850 | -15.91% |

## *700-799 DEBT SERVICE*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 3,290,599 | 3,193,880 | 3,229,527 | 3,183,780 | |
| 59350 Principal Short Term Debt | 0 | 0 | 0 | 0 | |
| 59000-59490 Total Debt Service-General Fund | 3,290,599 | 3,193,880 | 3,229,527 | 3,183,780 | -1.42% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2010 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 1,440,684 | 1,320,022 | 1,245,645 | 1,078,190 | |
| 59250 Interest on Notes | 16,605 | 6,176 | 0 | 0 | |
| 59000-59490 Total Debt Service-General Fund | 1,457,289 | 1,326,198 | 1,245,645 | 1,078,190 | -13.44% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 50,000 | 50,000 | 130,000 | 195,000 | |
| 59000-59490 Total Debt Service-Water Fund | 50,000 | 50,000 | 130,000 | 195,000 | 50.00% |

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **750 INTEREST ON DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 9,375 | 26,678 | 42,355 | 54,943 | |
| 59000-59490 Total Debt Service-Water Fund | 9,375 | 26,678 | 42,355 | 54,943 | 29.72% |

## *900-999 UNCLASSIFIED*

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | |
| 51000-51990 Total Personal Services | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 128,682 | 128,464 | 134,102 | 140,156 | |
| 51710 Unemployment Payments | 8,357 | 5,823 | 25,000 | 180,000 | |
| 51720 Health Insurance | 3,257,638 | 3,299,951 | 3,663,732 | 3,843,275 | |
| 51730 Retirement Fund | 696,126 | 834,435 | 911,920 | 996,544 | |
| 51740 Life Insurance | 5,731 | 5,768 | 6,048 | 5,847 | |
| 51770 Medicare | 225,490 | 239,400 | 247,474 | 257,880 | |
| 51780 Dental Insurance | 128,257 | 132,730 | 148,851 | 141,074 | |
| EMPLOYEE BENEFITS TOTAL | 4,450,281 | 4,646,571 | 5,137,126 | 5,564,776 | 8.32% |

**MOTION MADE:** That the budget of the Employee Benefits ($5,564,776) be reduced by $163,046 to a new total of $5,401,730.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2008 ACTUAL | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | |
| 57100-57990 Other Charges and Expenses | 201,865 | 214,493 | 220,433 | 220,110 | |
| LIABILITY INSURANCE TOTAL | 201,865 | 214,493 | 220,433 | 220,110 | -0.15% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST | Percen Inc./Decr |
|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 0% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST |
|---|---|---|---|
| **SOUTHBOROUGH SCHOOLS** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 12,476 | 13,900 | 13,600 |
| Superintendent's Office | 157,649 | 101,764 | 96,839 |
| Administrative Support | 233,734 | 318,424 | 324,722 |
| **INSTRUCTION** | | | |
| Supervision | 37,592 | 39,200 | 39,200 |
| Principals | 790,314 | 825,332 | 832,011 |
| Teaching | 6,686,178 | 7,024,455 | 6,964,352 |
| Professional Development | 52,083 | 100,800 | 64,800 |
| Textbooks & Materials | 163,557 | 227,157 | 191,928 |
| | 41,907 | 56,370 | 55,444 |

| | | | |
|---|---|---|---|
| Instructional Hardware & Software | | | |
| Library Services | 234,648 | 246,838 | 252,155 |
| Instructional Equipment | 39,493 | 47,946 | 69,906 |
| Guidance Services | 201,514 | 213,938 | 228,770 |
| **OTHER STUDENT SERVICES** | | | |
| Personnel Services | 500 | 500 | 500 |
| Health Services | 276,205 | 264,587 | 271,764 |
| Transportation | 351,476 | 389,213 | 367,943 |
| Athletics | 22,225 | 32,100 | 31,050 |
| Student Body Activities | 25,670 | 16,680 | 18,280 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,245,808 | 1,332,664 | 1,252,735 |
| Maintenance of Buildings | 238,495 | 338,498 | 307,338 |
| Extraordinary Maintenance | 2,975 | 0 | 0 |
| Networking & Telecommunications | 36,509 | 63,370 | 80,131 |
| **FIXED CHARGES** | | | |
| Rentals & Leases | 17,845 | 4,150 | 4,100 |
| REGULAR DAY PROGRAMS | 10,868,852 | 11,657,886 | 11,467,568 |
| *SPECIAL EDUCATION PROGRAMS - CHAPTER 766* | | | |
| **INSTRUCTION** | | | |
| Legal | 6,916 | 5,000 | 5,000 |
| Administrative Technology | 0 | 0 | 2,800 |
| Director | 121,221 | 123,180 | 123,581 |
| Teaching | 2,318,602 | 2,538,940 | 2,594,256 |
| Professional Development | 2,232 | 2,300 | 2,300 |
| Instructional Technology | 545 | 11,000 | 11,000 |
| Psychological Services | 303,484 | 346,762 | 332,063 |
| **OTHER STUDENT SERVICES** | | | |
| Health Services | 55,655 | 77,000 | 37,000 |
| Transportation Sped | 359,884 | 360,000 | 271,280 |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | |
| Operation of Equipment | 8,493 | 10,000 | 10,000 |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | |
| Tuition, Out | 967,180 | 925,066 | 1,413,178 |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | |
| Assabet Collaborative Assessment | 1,667 | 1,500 | 1,700 |
| Tuition Out, Collaborative | 51,984 | 122,245 | 175,000 |
| SPECIAL EDUCATION - CHAPTER 766 | 4,197,863 | 4,522,993 | 4,979,158 |

SUMMARY

| | **FY 2009 ACTUAL** | **FY 2010 BUDGET** | **FY 2011 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 10,868,852 | 11,657,886 | 11,467,568 | |
| SPECIAL EDUCATION - CHAPTER 766 | 4,197,863 | 4,522,993 | 4,979,158 | |
| **GRAND TOTAL OPERATING BUDGET** | **15,066,715** | **16,180,879** | **16,446,726** | 1.64% |

**MOTION MADE:** TO PASS THE SCHOOL BUDGET.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 BUDGET | FY 2011 REQUEST |
|---|---|---|---|
| **ALGONQUIN REGIONAL HIGH SCHOOL** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 71,398 | 63,286 | 63,286 |
| Superintendent's Office | 160,806 | 99,564 | 94,638 |
| Administrative Support | 276,338 | 327,188 | 331,734 |
| **INSTRUCTION** | | | |
| Supervision | 75,542 | 77,908 | 77,374 |
| Principals | 802,691 | 713,843 | 627,697 |
| Teaching | 6,591,932 | 6,842,792 | 7,046,346 |
| Professional Development | 68,651 | 84,250 | 75,375 |
| Textbooks & Materials | 278,034 | 223,520 | 226,516 |
| Instructional Hardware & Software | 12,518 | 22,443 | 18,235 |
| Instructional Equipment | 26,819 | 22,500 | 24,957 |
| Library Services | 145,708 | 126,661 | 135,201 |
| Guidance Services | 565,072 | 599,031 | 593,293 |
| **OTHER STUDENT SERVICES** | | | |
| Testing | 3,380 | 3,500 | 3,500 |
| Health Services | 119,357 | 126,100 | 140,146 |
| Transportation | 1,043,384 | 1,121,494 | 1,066,585 |
| Athletics/Student Body Activities | 543,641 | 341,538 | 368,989 |
| Other Student Activities | 8,000 | 4,500 | 4,500 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,249,880 | 1,407,730 | 1,323,758 |
| Maintenance of Buildings | 285,148 | 435,074 | 360,553 |
| Payment for Local Northboro Services | 42,550 | 50,000 | 50,000 |
| Networking & Telecommunications | 17,020 | 32,115 | 100,062 |
| **FIXED CHARGES** | | | |
| Rentals and Leases | 70,307 | 53,591 | 69,891 |
| Insurance | 2,228,508 | 2,618,235 | 2,716,453 |
| Retirement Liability | 206,785 | 225,987 | 252,040 |
| **NEW EQUIPMENT** | | | |
| New Equipment | 7,336 | 20,000 | 20,000 |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | |
| School Choice | 135,942 | 44,800 | 85,555 |
| REGULAR DAY PROGRAMS | 15,036,748 | 15,687,650 | 15,876,684 |
| **SPECIAL EDUCATION PROGRAMS - CHAPTER 766** | | | |
| **ADMINISTRATION** | | | |
| Legal Services | 4,863 | 4,000 | 4,000 |
| Administrative Technology | 0 | 0 | 2,800 |
| **INSTRUCTION** | | | |
| Director | 107,796 | 108,959 | 108,877 |
| Teaching | 663,272 | 762,752 | 786,900 |
| Professional Development | 1,747 | 3,100 | 3,100 |
| Textbooks | 1,395 | 1,500 | 1,500 |
| Instructional Technology | 3,665 | 6,500 | 6,500 |
| Psychological Services | 78,487 | 92,695 | 92,467 |
| **OTHER STUDENT SERVICES** | | | |
| Health Services | 2,688 | 6,000 | 11,150 |

| | | | | |
|---|---|---|---|---|
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| New Equipment | 967 | 3,000 | 3,000 | |
| Equipment Maintenance | 0 | 500 | 500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 207,602 | 297,758 | 243,553 | |
| Transportation | 173,133 | 143,410 | 138,097 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 1,667 | 3,000 | 2,500 | |
| Tuition Out, Collaborative | 61,421 | 287,757 | 241,014 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,308,703 | 1,720,931 | 1,645,958 | |

SUMMARY

| | **FY 2009 ACTUAL** | **FY 2010 BUDGET** | **FY 2011 REQUEST** | |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 15,036,748 | 15,687,650 | 15,876,684 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,308,703 | 1,720,931 | 1,645,958 | |
| GRAND TOTAL OPERATING BUDGET | 16,345,451 | 17,408,581 | 17,522,642 | 0.66% |

**AMENDMENT MADE:** That the Town reduces the Regional School Budget Southborough Assessment by $165,965 to a new total of $5,536,436 to reflect Southborough's assessment as per the use of the Regional agreement.

**MOTION MADE TO WITHDRAW THE AMENDMENT.**

**MOTION PASSED UNANIMOUSLY.**

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2011 BUDGET & ASSESSMENTS - D.O.E. RECOMMENDED METHOD

RSC voted 2-24-10

| | | | 58.68% Northboro | 41.32% Southboro |
|---|---|---|---|---|
| **Step 1** | | | | |
| FY 2011 Proposed Budget | | 17,522,642.00 | | |
| Less Transportation | 1,043,285.00 | | | |
| SPED Transportation | 208,097.00 | 1,251,382.00 | | |
| Less Fixed Charges | | 0.00 | | |
| Net School Spending | | 16,271,260.00 | | |
| Less revenues | | 40,000.00 | | |
| Subtotal | | 16,231,260.00 | | |
| Less Chapter 70 Aid - Preliminary | | 2,874,614.00 | | |
| Less State ward reimbursement | | 0.00 | | |
| Net Budget | | 13,356,646.00 | | |
| **Step 2** | | | | |
| Minimum Local Contribution required by Ed Reform | | 10,678,408.00 | 6,063,282.00 | 4,615,126.00 |
| **Step 3** | | | | |
| Difference between Min. Contrib. & Net budget balance | | 2,678,238.00 | | |

| | | | | |
|---|---|---|---|---|
| **Step 4** | | | | |
| Apportion Step 3 amount by agreement | | | 1,571,590.06 | 1,106,647.94 |
| **Step 5** | | | | |
| Transportation Budget | 1,251,382.00 | | | |
| Less Aid to Transportation Preliminary | 509,103.00 | 742,279.00 | 435,569.32 | 306,709.68 |
| **Step 6** | | | | |
| Other Operational Costs | 0.00 | | | |
| Less Revenues | 0.00 | 0.00 | | |
| **Step 7** | | | | |
| Debt Payments Not Exempt from Proposition 2 1/2 | | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | | |
| Total assessments, Minimum local contribution plus apportionments | | 14,098,925.00 | 8,070,441.38 | 6,028,483.62 |
| **Step 9** | | | | |
| Excess & Deficiency | | 700,000.00 | 410,760.00 | 289,240.00 |
| **FY2011 Assessment Not Exempt from Proposition 2 1/2** | | 13,398,925.00 | 7,659,681.38 | 5,739,243.62 |
| **Step 10** | | | | |
| Debt Payments Exempt from Proposition 2 1/2 | | 1,856,818.55 | 1,131,426.71 | 725,391.84 |
| **Total FY2011 Assessment** | | 15,255,743.55 | 8,791,108.09 | 6,464,635.46 |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2011 BUDGET & ASSESSMENTS – D.O.E. RECOMMENDED METHOD

**RSC voted 2-24-20**

### Assessment Comparison

### Northborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2011 Assessment | 7,659,681.38 | 1,131,426.71 | 8,791,108.09 |
| FY2010 Assessment | 7,962,258.64 | 875,871.41 | 8,838,130.05 |
| Dollar Increase | -302,577.26 | 255,555.30 | -47,021.96 |
| Percent increase | -3.80% | 29.18% | -0.53% |

### Southborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2011 Assessment | 5,739,243.62 | 725,391.84 | 6,464,635.46 |
| FY2010 Assessment | 5,426,455.36 | 545,758.85 | 5,972,214.21 |
| Dollar Increase | 312,788.26 | 179,632.99 | 492,421.25 |
| Percent increase | 5.76% | 32.91% | 8.25% |

## FY 2010 Minimum Contribution Adjustment Assessment Comparison

### Northborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2011 Assessment | 7,659,681.38 | 1,131,426.71 | 8,791,108.09 |
| FY2010 Minimum Contribution Adjustment | 36,843.00 | | 36,843.00 |
| **Adjusted FY2011 Assessment** | **7,696,524.38** | **1,131,426.71** | **8,827,951.09** |
| FY2010 Assessment | 7,962,258.64 | 875,871.41 | 8,838,130.05 |
| Dollar Increase | -265,734.26 | 255,555.30 | -10,178.96 |
| Percent increase | -3.34% | 29.18% | -0.12% |

### Southborough

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2011 Assessment | 5,739,243.62 | 725,391.84 | 6,464,635.46 |
| FY2010 Minimum Contribution Adjustment | -36,843.00 | | -36,843.00 |
| **Adjusted FY2011 Assessment** | **5,702,400.62** | **725,391.84** | **6,427,792.46** |
| FY2010 Assessment | 5,426,455.26 | 545,758.85 | 5,972,214.11 |
| Dollar Increase | 275,945.36 | 179,632.99 | 455,578.35 |
| Percent increase | 5.09% | 32.91% | 7.63% |

**MOTION TO PASS THE ALGONQUIN SCHOOL BUDGET PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2010 BUDGET | FY 2011 REQUEST |
|---|---|---|
| **ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | |
| General Administration (School Committee) | 11,126 | 10,950 |
| District Administration (Superintendent) | 220,315 | 222,731 |
| Finance & Admin. Services | 13,000 | 25,000 |
| Finance & Business Office | 316,774 | 354,941 |
| Human Resources, Benefits, Personnel | 73,170 | 65,500 |
| Legal Services | 26,000 | 40,000 |
| Legal Settlements | 0 | |
| Districtwide Information Management | 15,000 | 22,500 |
| Districtwide Academic Leadership | 240,056 | 246,498 |
| Curriculum Directors (Supervisory) | 252,126 | 260,063 |
| Department Heads (Non-supervisory) | 278,288 | 288,843 |
| School Building Leadership | 13,500 | 22,000 |
| Principal's Office | 154,365 | 154,801 |
| Instruction - Teaching Services | 6,406,195 | 6,518,651 |
| Specialist Teachers | 634,739 | 538,927 |
| Medical/Therapeutic Services | 0 | 5,000 |
| Librarians/Media Center Directors | 103,129 | 104,562 |
| Professional Development | 46,550 | 85,400 |
| Director of Curr./Professional Development | 85,000 | 76,875 |
| Prof. Dev. Stipends, Providers, Expenses | 0 | 14,850 |
| Instructional Materials and Equipment | 220,760 | 239,285 |

| | | | |
|---|---|---|---|
| Textbooks and Related Software | 75,000 | 82,500 | |
| Instructional Equipment | 0 | | |
| Instructional Technology | 25,330 | 48,000 | |
| Audio/Visual | 2,000 | 2,000 | |
| Guidance | 425,758 | 487,538 | |
| Testing and Assessment | 5,450 | 39,550 | |
| Psychological Services | 94,350 | 113,000 | |
| Attendance and Parent Liaison Services | 27,295 | 30,720 | |
| Health Services | 89,772 | 90,485 | |
| Student Transportation Services | 1,086,000 | 1,167,452 | |
| Athletic Services | 406,411 | 417,246 | |
| Other Student Services | 115,500 | 127,352 | |
| School Security | 80,970 | 57,000 | |
| Operations and Maintenance of Plant | 80,098 | 81,173 | |
| Custodial Services | 564,000 | 606,000 | |
| Heating of Buildings | 643,000 | 675,500 | |
| Utility Services | 144,000 | 161,000 | |
| Maintenance of Grounds | 105,700 | 109,700 | |
| Maintenance of Buildings | 263,400 | 329,900 | |
| Maintenance of Equipment | 5,000 | 5,500 | |
| Extraordinary Maintenance | 0 | | |
| Networking and Telecommunications | 69,887 | 70,257 | |
| Technology Maintenance | 101,241 | 98,000 | |
| Employee Retirement | 254,745 | 200,000 | |
| Insurance Programs - Employees | 2,305,000 | 1,983,250 | |
| Non-employee Insurance | 138,000 | 140,500 | |
| Acquisition and Improvement of Sites | 23,000 | 50,000 | |
| Acquisition and Improvement of Buildings | 8,000 | 155,000 | |
| Acquisition and Improvement of Equipment | 0 | | |
| Capital Technology | 56,000 | 85,000 | |
| Replacement of Equipment | 91,000 | 86,000 | |
| Replacement of Motor Vehicles | 0 | 84,000 | |
| Tuition to Collaboratives | 19,000 | 19,000 | |
| TOTALS | 16,415,000 | 16,900,000 | |
| SOUTHBORO ASSESSMENT | 170,295 | 139,496 | -18.09% |

| BUDGET NAME | FY 2010 BUDGET | FY 2011 REQUEST | Percent Inc./Dec |
|---|---|---|---|
| **NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | |
| Tuition/Transportation Assessment | 29,677 | 28,218 | |
| NORFOLK COUNTY AGRICULTURAL H S TOTAL | 29,677 | 28,218 | -4.92% |

**END OF BUDGET**

**MOTION MADE: To table Article 7 to calculate the total.**

**MOTION PASSED UNANIMOUSLY.**

**At 11:10pm MOTION was made to adjourn Annual Town Meeting to Tuesday, April 13, 2010 at 7:30pm.**

**MOTION PASSED UNANIMOUSLY.**

Town of Southborough
ADJOURNED ANNUAL TOWN MEETING
April 13, 2010

At the Adjourned ANNUAL TOWN MEETING duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 13, 2010 at 7:30pm the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 244 voters were present.

**Checkers:**

**Doriann Jasinski**
**Janet M.E. Mattioli**
**Joyce Macknauskas**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:
**Tellers:**

| | |
|---|---|
| **Carl S. Anderson, Jr.** | **15 Gilmore Road** |
| **Alfred C. Hamilton** | **35 Pine Hill Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Charles R. O'Connell** | **191 Main Street** |
| **George M. Pedersen, Jr.** | **11 Strawberry Hill Road** |
| **Beth A. Rosenbloom** | **5 Strawberry Hill Road** |

**The Town Moderator, David A. Coombs, called the Adjourned Annual Town Meeting to order at 7:40 pm.** The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteriawas set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrantfor ARTICLES 7-26 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting.
There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Russell Horne, Historical Society**
**Michelle Jenkins, Assistant Town Clerk**
**Jean Kitchen, Town Administrator**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Evan Lipps, Reporter, MetroWest Daily News**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Naomi Magnoni, Library Assistant**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Paul Pisinski, Board of Health Agent**
**Jane T. Moran, Police Chief**
**Ewa Pytowska, Assistant Superintendent of Southborough Schools**
**Phil Rinehart, Facilities Manager**
**Jean Tower, Director of Technology, Southborough Schools**
**John Woodsmall, Town Engineer**
**Photographer, MetroWest Daily News**

*ARTICLE 8*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $250,000 for the maintenance of Town roads, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This money is used for the Town's paving contract and other street maintenance contracts such as crack sealing and infrared repair.*

**MOTION MADE**: That the Town vote to raise and appropriate the sum of $150,000 for the maintenance of Town roads.

**AMENDMENT TO MOTION:** That the Town appropriate $200,000 by raising $100,000 and transfer $100,000 from the stabilization fund.

**AMENDMENT DEFEATED.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town reconsider the Police Budget.
Requires a 2/3 vote.

**MOTION DEFEATED.**

*ARTICLE 9*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | ITEM | TOTAL | Recommend | Recommend |
|---|---|---|---|---|
|  |  |  | ADVISORY | SELECTMEN |
| 1. | Public Works Equipment | **$140,000** | SUPPORT $42,000 | AT TOWN MEETING |
| 2. | Public Works Equipment-Water | **$50,000** | SUPPORT | SUPPORT |
| 3. | 1 4-door full size sedan police cruiser | **$30,000** | NOT SUPPORT | SUPPORT |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:**

1. *To purchase a USED 35,000 GVW cab and chassis with a dump body and plow (to replace a 1979 35,000 GVW cab and chassis with a sander body); a NEW stainless steel sander insert: a NEW diesel 4x4 pick-up truck with a plow (to replace a 1999 pick-up truck).*
2. *To replace a 2003 gasoline 2WD service utility truck with a NEW diesel 4WD service utility truck with plow package and plow.*
3. *To replace one police cruiser- cruiser # 106 (with 98,741 miles) currently used as a police detail vehicle. The new cruiser will become a "main line cruiser" and cruiser # 107 (with 82,040 miles) will become the new detail cruiser. Cruiser # 106 will be traded in.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $98,000 for public works equipment; transfer from Water reserves the sum of $50,000 for public works equipment; and raise and appropriate $30,000 for one full size sedan police cruiser.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 10*: To see if the Town will vote to raise and appropriate, or transfer the sum of $133,730 for Cordaville Hall Planning, authorized at the January 21, 2006 Special Town Meeting Article 7 and to establish a new account for the purpose of capital improvements to Cordaville Hall and the Town House, or do or any act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To design, engineer and renovate the large hall at the senior center to install a hung ceiling, folding panel walls and an air conditioning system, replacement of the existing front entry door and cement pad at the Board of Health entrance; and the rebuilding of the two chimneys and replacement of the fascia molding at the Town House.*

**MOTION MADE:** That the Town vote to transfer the sum of $133,730 for Cordaville Hall Planning, authorized at the January 21, 2006 Special Town Meeting Article 7 and to establish a new account for the purpose of capital improvements to Cordaville Hall and the Town House.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 11*: To see if the Town will vote to transfer $15,000 from overlay surplus account for the purpose of hiring a professional appraiser to assist the Board of Assessors in defending valuation cases involving litigation, or do or act anything in relation thereto.

**Proposed by: BOARD OF ASSESSORS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is intended to provide funding for the Board of Assessors to hire a professional real estate appraiser who will provide appraisal services and expert testimony for cases being litigated before the Commonwealth of Massachusetts Appellate Tax Board.*

**MOTION MADE:** That the Town vote to transfer the sum of $15,000 from the overlay surplus account for the purpose of hiring a professional appraiser to assist the Board of Assessors in defending valuation cases involving litigation.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 12*: To see if the Town will vote to authorize the School Committee to enter into a three year bus transportation contract with the option to renew the contract for a fourth and fifthyear in accordance with Chapter 30B Section 12(b), or do or act anything in relation thereto.

**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will authorize the Southborough School Committee to enter into a 3 year bus transportation contract with the option to extend it for a fourth and fifth year.*

**MOTION MADE:** That the Town will vote to authorize the School Committee to enter into a three year bus tansportation contract with the option to renew the contract for a fourth and fifth year in accordance with Chapter 30B Section 12(b).

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 13*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $89,527 for purchase or lease of technology equipment for the Southborough Public Schools, or do or actanything in relation thereto.

**Proposed by: SOUTHBOROUGH SCHOOLS**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *This is a yearly article to update the computer technology in the Southborough schools.*

**MOTION MADE:** That the Town vote to transfer from the stabilization fund, the sum of $89,527 for purchase or lease of technology equipment for the Southborough Public Schools.
Requires a 2/3 vote.

**MOTION PASSED: Yes: 40 No: 1**

*ARTICLE 14*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $72,422 for the ongoing maintenance of capital equipment and systems associated with townbuildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE**: That the Town vote to raise and appropriate the sum of $72,422 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** TO RECONSIDER THE BOARD OF HEALTH BUDGET.
Requires a 2/3 vote.

**MOTION MADE TO MOVE THE QUESTION PASSED UNANIMOUSLY.**

**MOTION MADE TO RECONSIDER WAS DEFEATED.**
**Yes: 1 No: 40**

*ARTICLE 15*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate, the sum of $30,000 to perform a feasibility study to determine the construction costs and fees associated with replacing aboveground utilities in ground on Main Street between Fay School and East Main Street, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: Not Support**
**Summary:** *This article will fund the feasibility study required for the Town to determine the viability and costs associated with replacing aboveground utilities in ground on this section of Main Street as a non-participatory part of the Main Street reconstruction project. (Federal and state funding cannot be used to construct this work or perform the feasibility study).*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 16*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $33,000 to perform a drainage analysis of Parkerville Road south of the MassPike, or do or act anything in relation thereto.

**Sponsored by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: Not Support**
**Summary:** *This article will provide data collection and hydrologic and hydraulic analysis for the properties of the section of Parkerville Road south of the Mass Pike that experience chronic flooding. A report will be prepared that will develop alternatives to reduce the occurrence of flooding and will serve as a cost benefit analysis for the Town to obtain MEMA funding to construct one of the alternatives.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 17:* To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, $50,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $30,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 18*: To see if the Town will vote to amend the Code of the Town of Southborough, Chapter 207 Vehicles and Traffic, Article II Authority and Duties of Police as follows:

*Delete §207-2 Authority to Direct Traffic in its entirety and insert in its place the following:*

### § 207-2 Authority to Direct Traffic

The Chief of Police or the Chief's designee is hereby authorized to temporarily close any way, as defined by Massachusetts General Laws Chapter 90C Section 1, when the Chief or the Chief's designee deems it necessaryin the interest of public safety.

*Delete § 207-3 Temporary Street Closings in its entirety and insert in its place the following:*

### § 207-3 Temporary Street Closings and Parking Restrictions

The Chief of Police or the Chief's designee is hereby authorized to temporarily prohibit parking on any way or part thereof, in impending or existing emergencies; to allow work to be performed upon, under, above or adjacent to any way; for lawful assemblage, demonstration or procession; or when it is necessary in the interest of public safety.

In the case of an emergency, the Chief of Police or the Chief's designee may order the towing and removal of vehicles at the expense of the owner of the vehicle. Public safety emergency vehicles are exempt.

*Delete § 207-4 Temporary Parking Prohibitions in its entirety and insert in its place the following:*

### §207-4 Temporary Traffic Plans

Except upon the consent of the Chief of Police or the Chief's designee, no person shall place, stand, or park a motor vehicle, trailer, construction equipment, other equipment or other vehicle of any kind, nor shall they place goods or materials of any kind, upon any way, including the travel way, parking lanes, sidewalk, or other public appurtenances there to, (1) with the intent to open said street or highway or to perform work or services upon, under, above or adjacent to said way, or (2) in such a manner or condition that the movement of vehicles or pedestrians upon or within said street or highway is blocked or impeded.

The Chief of Police or the Chief's designee shall determine appropriate traffic control measures including the erecting of temporary signs, cones, lights, detours, the use of a police officer, or the use of a police officer in the capacity as a private detail, a road flagger, or other measures. It shall be the responsibility of the Chief of Police or the Chief's designee to review, and when the Chief or the Chief's designee concurs, to approve all construction and safety plans within the Town of Southborough.

*Delete §207-5 Exceptions in its entirety*

, or do or act anything in relation thereto.

**Proposed by: POLICE CHIEF**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Not Support**

**Summary:** *This by law change will modernize the language to fit today's needs, and enable the Town, through the Police Chief to work with the Commonwealth of Massachusetts in determining when and where, either police details or flaggers will be needed for road construction projects, as opposed to the State having sole control.*

**MOTION MADE:** That the Town vote to amend the Code of the Town of Southborough, Chapter 207 Vehicles and Traffic, Article II Authority and Duties of Police as printed in the warrant.

**MOTION DEFEATED.**

**MOTION MADE: To take Article 7 off the table.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of $43,119,053 as may be necessary for the Town's use, an make appropriations of the same.

| | | |
|---|---|---|
| Transfer from the Cemetery Perpetual care | 15,000.00 | |
| Stabilization Fund | | |
| Transfer from Free Cash | 1,255,534.00 | |
| Transfer from Overlay Reserve | 185,000.00 | |
| Transfer from Ambulance Fund, | | |
| Receipts Reserved (Fund 23) | 200,000.00 | |
| Transfer from Aerial Ladder Donation Fund | 28,600.00 | |
| Transfer from Septic Betterment Fund | 50,112.00 | |
| Transfer from Premium Reserve | 345.00 | |
| Transfer from SBAB Reserve Reimb. | 24,772.00 | |
| Transfer from Water Reserve | 65,000.00 | |
| Transfer from various articles: | | |
| | 2,157.50 | Article 15 ATM 4-9-07 |
| | 92.70 | Article 11 ATM 4-14-08 |
| | 10,309.03 | Article 11 ATM 4-14-08 |
| | 697.00 | Article 11 ATM 4-14-08 |
| | 23,200.00 | Article 17 ATM 4-9-07 |
| | 1,885.62 | Article 17 ATM 4-9-07 |
| | 1,550.00 | Article 12 ATM 4-14-08 |
| | 1,378.15 | Article 23 ATM 4-9-07 |
| | 5,000.00 | Article 2 STM 4-13-92 |
| Transfer from various articles(less than 1,000 – debt.) | | |
| | 315.00 | Article 22 ATM 4-13-04 |
| | 663.00 | Article 3 STM 1-21-06 |
| | 363.00 | Article 43 ATM 4-13-98 |

That the balance of $41,247,079 be raised and appropriated.

**AMENDMENT MADE:** To amend the main motion by transferring $417,473 from the stabilization fund and the balance of $40,829,606 be raised and appropriated.
Requires a 2/3 vote.

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORTY VOTE.**

**MOTION WITH AMENDMENT PASSED: YES: 174 NO: 22**

***ARTICLE 19***: To see if the Town will vote to amend the Code of the Town of Southborough Section 3- 6 entitled Sale of Property by:

Striking the following language:

> *Any officer or board in charge of a department may, with the approval of the Board of Selectmen, sell any personal property or material lawfully in custody of and belonging to such department and no longer needed and which does not exceed $500 in value. No property of the Town of value in excess of $200 shall be sold except at public auction, after not less than seven days' notice in one or more newspapers published in the Counties of Worcester and Middlesex"*

And inserting in its place:

> *Any officer or board in charge of a department may, with the approval of the Board of Selectmen, sell any personal property or material lawfully in custody of and belonging to such department and no longer needed and which does not exceed $2,000 in value. No property of the Town of value in excess of $1,000 shall be sold except at public auction, after not less than seven days' notice in one or more newspapers published in the Counties of Worcester and Middlesex"*

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**

**Advisory Committee Recommendation: Support**
**Summary:** *This article allows a department head, with approval of the Board of Selectmen, to sell town property whose value is over $2,000 with the caveat that any item over $1,000 must be sold at public auction.*

**MOTION MADE:** That the Town vote to amend the Code of the Town of Southborough, Section 3-6 entitled Sale of Property as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**Approved by the Attorney General on July 27, 2010.**

***ARTICLE 20***: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2011 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Massachusetts General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $248,370.00 |
| State Match (projected State match)…………………..……….……………….. | $69,543.60 |
| Total Projected Revenue………………………………………………….. | **$317,913.60** |

**Set Aside- Open Space**

$31,791.36 to be set aside, held in the Community Preservation Fund, and spent in FY2011 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

$31,791.36 to be set aside, held in the Community Preservation Fund, and spent in FY2011 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

$31,791.36 to be set aside, held in the Community Preservation Fund, and spent in FY2011 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

$15,895.68 to defray the administrative and operating expenses of the Community Preservation Committee in FY2011 for the Community Preservation Fund (discretionary)

**Set Aside - Discretionary**

Reserved For CPF (General Unreserved Fund) $ 206,643.84

**FY 2009 Interest/Adjustments**

To accept $17,704.00 of interest/adjustments received in FY10 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the General Reserve Account.

$ 1,770.40 Set Aside – Open Space
$ 1,770.40 Set Aside – Community Housing
$ 1,770.40 Set Aside – Historic Preservation
$ 12,392.80 – CPF (Budgeted Reserve/Discretionary)

, or take any other action relative thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2011 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Massachusetts General Laws, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 21***: To see if the Town will vote to appropriate $70,000 of which $33,561.76 from the CPA Housing Reserve Fund and $36,438.24 from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*

**MOTION MADE:** That the Town vote to appropriate $70,000 of which $33,561.76 from the CPA Housing Reserve Fund and $36,438.24 from the CPA General Unreserved Fund, as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 22*: To see if the Town will vote to appropriate $186,277.50 of which $33,561.76 from the Open Space Reserve Fund, and $152,715.74 from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $186,277.50 of which $33,561.76 from the Open Space Reserve Fund, and $152,715.74 from the CPA General Unreserved Fund, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 23*: To see if the Town will vote to appropriate the sum of $50,000 of which $33,561.76 will derive from the Historical Reserve Fund, and $16,438.24 from the CPA General Unreserved Fund for preconstruction costs for the creation of the Stony Brook Museum, for the purpose of Historic Preservation, and authorize the Southborough Board of Selectmen to enter into a long term lease agreement with the Commonwealth of Massachusetts upon terms and conditions and with any sublease arrangement that they determine appropriate to the Town, for the Nichols House located at the Sudbury Reservoir #5 Dam. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
***Summary:*** *Russell Horne, member of the Southborough Historical Society is requesting the funds for the preconstruction construction cost and preliminary plans for the creation of the Stony Brook Museum on the property known as the Nichols House. Once preliminary plans are created they will be used to apply for federal and state grants, for a 2.8 million dollar American History Museum. It is believed that the Commonwealth of Massachusetts will lease the property to the Town, and the Town will sublease the building for a museum.*

**MOTION MADE:** That the Town vote to appropriate the sum of $50,000 of which $33,561.76 will derive from the Historical Reserve Fund, and $16,438.24 from the CPA General Unreserved Fund for preconstruction costs for the creation of the Stony Brook Museum, for the purpose of Historic Preservation, and authorize the Southborough Board of Selectmen to enter into a long term lease agreement with the Commonwealth of Massachusetts upon terms and conditions and with any sublease arrangement that they determine appropriate to the Town, for the Nichols House located at the Sudbury Reservoir #5 Dam. Said funds to be expended under the direction of the Community Preservation Committee
Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 24*: To see if the Town will vote to appropriate $42,360 from the General Unreserved Fund for the proposed completing the Southborough Triangle Park, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *Monies will be used to complete the landscaping and plantings for the Triangle Park.*

**MOTION MADE:** That the Town vote to appropriate $42,360 from the General Unreserved Fund for the proposed completing the Southborough Triangle Park, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 25***: To see if the Town will vote to accept as a public way Wells Lane, together with a drainage easement and a landscape easement land described as "Record Drainage Easment" and as a "Rec.5' W. Landsc.Easment." respectively from Edgewood Construction LLC as described on a plan entitled "Acceptance Plan of Wells Lane, in Southborough, MA", prepared by Thomas Land Surveyors and Engineering Consultants, Inc., datedMarch 11, 2010, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support contingent on Planning Board approval**
**Summary:** *The purpose of this article is to accept Wells Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept as a public way, Wells Lane together with a drainage easement and 5 foot wide landscape easements from Edgewood Construction, LLC as shownon a plan entitled "Acceptance of Wells Lane, in Southborough, MA", prepared by Thomas Land Surveyors and Engineering Consultants, Inc. dated March 11, 2010" a copy of which is on file with the Town Clerk.
Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 26:*** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic for the Board of Health to a maximum of $6,500.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $80,000.
3. Recreation Commission for 9-11 Field Maintenance and usage to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $50,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,000

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article, which provides for revolving funds must be approved annually and will:*
*1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic;*
*2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors;*
*3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
*4. To use fees collected under the Southborough Wetland By Law and Regulations to cover departmental and consultant costs incurred for the review, issuance and ongoing monitoring of permitted projects;*
*5. To use money collected from hazardous incidents to cover the departmental expense related to the incident;*
*6. The money collected will cover the cost of running CPR classes;*
*7. The fees collected from plot rentals to cover the costs of running the Community Gardens.*

**MOTION MADE:** That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic for the Board of Health to a maximum of $6,500.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $80,000.
3. Recreation Commission for 9-11 Field Maintenance and usage to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $50,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,000.

**MOTION PASSED UNANIMOUSLY.**

**At 10:10PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

# Town of Southborough
# SPECIAL TOWN MEETING
### April 12, 2010

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 12, 2010 at 8:00pm the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 377 voters were present.

**Checkers:**

**Doriann Jasinski**
**Janet M.E. Mattioli**
**Joyce Macknauskas**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Carl S. Anderson, Jr.** | **15 Gilmore Road** |
| **Edward D. Estella** | **21 Woodland Road** |
| **Arthur K. Holmes** | **73 Oak Hill Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Charles R. O'Connell** | **191 Main Street** |
| **Kelly Roney** | **9 Strawberry Hill Road** |

**The Town Moderator, David A. Coombs, called the SPECIAL Town Meeting to order at 8:05pm.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting. Moderator Coombs noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting.
There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Patrick Collins, Assabet Valley, Director of Business**
**Joan Frank, Member, Regional School Committee**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Russell Horne, Historical Society**
**Kim Ivers, Children's Librarian**
**Michelle Jenkins, Assistant Town Clerk**
**Jean Kitchen, Town Administrator**
**Vera L. Kolias, Town Planner**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Steven Levy**
**Shirley Lundberg, Member, Regional School Committee**
**Naomi Magnoni, Library Assistant**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Nathaniel Nahabedian, Boy Scouts, Troop 92**
**Mary Jo Nawrocki, Superintendent, Assabet Valley Regional School**
**Paul Pisinski, Board of Health Agent**
**Thomas Mead, Principal, Algonquin Regional School**
**Jane T. Moran, Police Chief**
**Ewa Pytowska, Assistant Superintendent of Southborough Schools**
**Phil Rinehart, Facilities Manager**
**Dr. Richard Seder, Former Board of Health Member**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Jean Tower, Director of Technology, Southborough Schools**
**Helynne Winter, Member, Regional School Committee**
**John Woodsmall, Town Engineer**

*ARTICLE 1*: To see if the Town will vote to appropriate $13,500 from the FY10 Budgeted Reserve/Discretionary fund for creation of a schematic architectural design to rehabilitate the Peters High School Annex (Southborough Police Station), for the purpose of Historic preservation. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Sponsored by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Monies will be used to develop a schematic architectural design to determine the feasibility and cost of rehabilitating the current Southborough Police Station.*

***MOTION MADE:*** That the Town vote to appropriate $13,500 from the FY10 Budgeted Reserve/Discretionary fund for creation of a schematic architectural design to rehabilitate the Peters High School Annex (Southborough Police Station), for the purpose of Historic preservation. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION MADE**: To move the question
**MOTION**: Passed by Majority vote

**MAIN MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 2***: To see if the Town will vote to transfer the remaining unexpended funds of $195,133.81 from Article 19 of the Annual Town Meeting of April 14, 1997, to the Water Reserve fund, or do or act anything in relation thereto.

**Sponsored by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Article 19 of Annual Town Meeting of April 14, 1997 transferred monies from Water Reserves for the purpose of replacing utility services to the Hosmer pumping station. This article will return the unexpended restricted funds back to the Water Reserve account.*

**MOTION MADE**: That the Town vote to transfer the remaining unexpended funds of $195,133.81 from Article 19 of the Annual Town Meeting of April 14, 1997, to the Water Reserve fund.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 3***: To see if the Town will vote to authorize the Board of Selectmen to negotiate and convey and transfer a sewer easement across Newton Street in the vicinity of 24 Newton Street, to Newton Street LLC of 303 Worcester Road, Framingham, MA, for compensation to be determined in the discretion of the Board of Selectmen, land described as "Sewer Easement" on the plan entitled "Easement Plan of Land 24 & 32 Newton Street, Southborough, MA, prepared for Newton Street, LLC, 303 Worcester Road, Framingham, MA 01701". Prepared by Bruce Saluk & Associates, Inc. Civil Engineers & Land Surveyors, dated, January 21, 2010, plan is on file with the Town Clerk's Office, or do or act anything in relation thereto.

**Sponsored by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: Not Support**
**Summary:** *This article will allow the Selectmen to negotiate an easement with the property owner of Map 65, Lots 18 and 13 (24 Newton Street) to allow the owner to install and maintain a private sewer pipe across Newton Street in accordance with the property owner's approved wastewater treatment plans.*

***MOTION MADE:*** That the Town vote to authorize the Board of Selectmen to negotiate and convey and transfer a sewer easement across Newton Street in the vicinity of 24 Newton Street, to Newton Street LLC of 303 Worcester Road, Framingham, MA, for compensation to be determined in the discretion of the Board of Selectmen, land described as "Sewer Easement" on the plan entitled "Easement Plan of Land 24& 32 Newton Street, Southborough, MA, prepared for Newton Street, LLC, 303 Worcester Road, Framingham, MA 01701". Prepared by Bruce Saluk & Associates, Inc. Civil Engineers & Land Surveyors, dated, January 21, 2010, plan is on file with the Town Clerk's Office.
Requires a 2/3 vote.

**AMENDMENT TO MOTION: To postpone indefinitely.**

**AMENDMENT PASSED BY MAJORITY VOTE.**

***ARTICLE 4***: To see if the Town will vote to accept a water easement on land at 1 Lincoln Lane, from Charles F. Scott, described as "Waterline and Open Space Easement" on the plan entitled "Definitive Subdivision Lincoln Lane", prepared by Land Planning, Inc. dated October 7, 2009, plan is on file with the Town Clerk's office, or do or act anything in relation thereto.

**Sponsored by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Town to access this property to maintain the Town's water main.*

***MOTION MADE:*** That the Town vote to accept a water easement on land at 1 Lincoln Lane, from Charles F. Scott, described as "Waterline and Open Space Easement" on the plan entitled "Definitive Subdivision Lincoln Lane", prepared by Land Planning, Inc. dated October 7, 2009, plan is on file with the Town Clerk's office.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 5*: To see if the Town will vote to authorize the Board of Selectmen to negotiate and convey and transfer a utility easement, in New York Avenue, to the Town of Framingham, landdescribed as "Proposed Utility Easement, 0.287 Acres (12,489 Square Feet)" on the plan entitled "New York Avenue Southboro Easement" prepared by SEA Consultants, Inc., dated February 2010, plan is on file with the Town Clerk's Office, or do or act anythingin relation thereto.

**Sponsored by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Town of Framingham needs to install a Framingham water main in New York Avenue in order to provide dependable water service to the Office Park on New York Avenue. This article allows the Board of Selectmen to negotiate an easement to the Town of Framingham to allow Framingham access to install and maintain the utility.*

***MOTION MADE:*** That this article be withdrawn.

**MOTION PASSED UNANIMOUSLY.**

**At 8:47pm, it was unanimously voted to dissolve the SPECIAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

Town of Southborough
ANNUAL TOWN MEETING
April 11, 2011

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 11, 2011 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 413 voters were present.

**Checkers:**

**Brenda Gaffney**
**Linda C. Hubley**
**Doriann Jasinski**
**Lidia A. Kiley**
**Janet M.E. Mattioli**
**Delia Mulvaney**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Carl S. Anderson, Jr.** | **15 Gilmore Road** |
| **Dana E. Cunningham** | **10 Parkerville Road** |
| **Alfred C. Hamilton** | **35 Pine Hill Road** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **Charles R. O'Connell** | **191 Main Street** |
| **Paul O. Smith** | **55 School Street** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:21pm.**

The Colors were presented by The GIRL SCOUTS from 3 Troops:

**Troop 72771**
- **Bridget Brady**

**Troop 72773**
- **Emily Cimino**
- **Nicole Dobberpuhl**
- **Caroline Elfland**
- **Rachel Krueger**
- **Riya Shankar**
- **Catherine Stevens**

**Troop 72807**
- **Katherine Hansen**
- **Margaret Anne Shoemaker**

**Troop Leaders**
- **Tina Dobberpuhl**
- **Anne Elfland**
- **Sharon Shoemaker**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Louis Bartolini** - Selectman, Finance Committee and Conservation Commission
**Joseph Bennett** – Reserve Police Officer
**Charles Brewer** - Housing Authority, and Firefighter
**Patricia Capone** - Planning Board
**Paul Dash** - Cable Television Committee
**Jean Davis** - Neary School Librarian, Charter Member, and Historical Society
**James Denman** - Assabet Valley School Committee, Election Worker, and Planning Board
**Daisy Desimone** - Election Worker
**Benita M. Hubley** - Head Dietician, and Election Worker
**Patricia Landry** - Special Needs Aide
**Helen M. Lewis** - Election Worker
**Ida McHugh** - Selectmen's Secretary
**Myles O'Reilly** - Planning Committee for Colonial Gardens, and Capital Budget Planning Committee
**Frederick Quinn** - Teacher
**Gail Rowe** - Election Worker
**Denson Satterfield** - Selectman, Conservation Commission, and Reserve Police Officer
**Robert Spayne** - Building Committee and Election Worker
**Judith Williams-Thornton** - Library Director

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

Town of Southborough
ANNUAL TOWN MEETING
April 11, 2011

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Jamie Clark, Videographer**
**Patrick Collins, Assabet Valley High School**
**Eric Denoncourt, Town Planner**
**Yvonne Endara, Algonquin Regional High School**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Kim Ivers, Children's Librarian**
**Michelle Jenkins, Assistant Town Clerk**
**Jean Kitchen, Town Administrator**
**Patrice Kline, SEIU**
**Cindi Krawczyk, Administrative Assistant to Facilities Mgr.**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Steven Levy, State Representative**
**Shirley Lundberg, Chair, Regional School Committee**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Thomas Mead, Principal, Algonquin Regional High School**
**Jane T. Moran, Police Chief**
**John Parent, Department of Public Works**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Paul Pisinski, Board of Health Agent**
**Beth Rosenblum, Conservation Commission**
**Art Simas, Reporter and Community Advocate**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Jeanne Survell, Administrative Assistant to Bldg Inspector**
**Jean Tower, Director of Technology, Southborough Schools**
**Adam Wolfset, Boy Scout**
**John Woodsmall, Town Engineer**
**Photographer, MetroWest Daily News**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hears reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Dr. Louis Fazen, III, for the Dr. Stone award**
- **Donald Morris, Planning Board**
- **Andrew Mills, Community Preservation Committee**
- **Dana Cunningham, Zoning Advisory Committee**
- **Steve Theran, Assabet School Building Committee**
- **Claire Reynolds, Advisory Committee**
- **William Boland, Board of Selectmen**

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School,Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 3***: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1,2011 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2011 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

**Proposed by: CAPITAL BUDGET PLANNING COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Capital Budget Planning Committee will present their report.*

**MOTION MADE:** That the Town hear the report of the Capital Budget Planning Committee.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefore, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference

### SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E and F of Section 20 hereof.
"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment for less than Full-Time Employment.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Step Rate" means a rate in a Range of compensation grade.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate change therefore.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

## SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. a week the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E and F of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

## SECTION 7. ADJUSTMENT POLICIES

a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such one-step increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

## SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a trial period before the promotional one step rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period (which shall not exceed three months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a step rate increase one year from the date of the employee's latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof

## SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made there from only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

## SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation for the first year of employment with the Town. **Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.**

The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation. Sick leave shall be payable only in cases of genuine illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then accumulated sick leave.

(3) Employees who because of genuine illness or a non-work-connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary date **of the employee's date of hire**. New employees shall be granted three personal days **which shall be pro-rated based on hours worked per pay period.** Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support

(1) Degree Bonus: All Full-Time employees who, while an employee of theTown, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree.....$ 800.00
Bachelors Degree.....$1,200.00
Masters Degree........$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board andsubject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in takingwork-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent (75%) of the cost of a Health Maintenance Organization plan.

## SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

## SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

## SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

## SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the Moderator. **The Board shall consist of** five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before **February 14th** of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

## SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

## SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next Annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

## SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

SECTION 20. CLASSIFICATION SCHEDULE

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 32,124 | 33,409 | 34,745 | 36,135 | 37,580 | 39,083 | 40,256 | 41,463 | * |
| II | 37,477 | 38,976 | 40,536 | 42,157 | 43,843 | 45,597 | 46,965 | 48,374 | * |
| III | 42,831 | 44,545 | 46,326 | 48,179 | 50,107 | 52,111 | 53,674 | 55,284 | * |
| IV | 48,185 | 50,113 | 52,118 | 54,202 | 56,370 | 58,625 | 60,384 | 62,195 | * |
| V | 58,893 | 61,249 | 63,699 | 66,247 | 68,897 | 71,652 | 73,802 | 76,016 | * |
| VI | 64,247 | 66,817 | 69,490 | 72,269 | 75,160 | 78,166 | 80,511 | 82,927 | * |
| VII | 80,309 | 83,521 | 86,862 | 90,337 | 93,950 | 97,708 | 100,639 | 103,658 | * |

SCHEDULE A:FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| **Library Technician** | **II** |
| Maintenance Mechanic | II |
| Program Coordinator | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Outreach Coordinator | **III** |
| Staff Engineer **[vacant]** | III |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW **[vacant]** | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Director, Council on Aging | **V** |
| Facilities Manager | V |
| Library Director | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Engineer | V |
| Town Planner | V |
| Treasurer-Collector **[combined with Finance Director]** | V |
| Director, Youth & Family Services | V |
| Finance Director | VI |
| Superintendent of Public Works | VII |

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Part-Time Police Dispatcher | 9 |
| **Technical Specialist** | **9** |
| Reserve Police Officer | 10 |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Nurse | 13 |
| Electrician | 13 |

Hourly Rates for Part-Time Positions

| Grade | Minimum | Maximum |
|---|---|---|
| 1 | **Min. wage** | $7.70 |
| 2 | $8.34 | $12.35 |
| 3 | $8.84 | $12.98 |
| 4 | $9.26 | $13.78 |
| 5 | $9.71 | $14.49 |
| 6 | $10.25 | $15.22 |
| 7 | $10.73 | $15.95 |
| 8 | $11.26 | $16.77 |
| 9 | $11.82 | $17.62 |
| 10 | $12.54 | $18.66 |
| 11 | $13.87 | $20.70 |
| 12 | $21.00 | $28.00 |
| 13 | $29.00 | $41.00 |

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner: $40.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $4,000 |
| Veterans' Agent and Director of Veterans' Services | $10,000 |
| Website Administrator | $2,800 |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Junior Playground Counselor | 1 |
| Senior Playground Counselor | 2 |
| Assistant Instructor | 2 |
| Assistant Supervisor | 3 |
| Monitors | 3 |
| Lifeguards | 4 |
| Instructors I | 5 |
| School Monitors | 6 |
| Activity Coordinator | 6 |
| Program Driver | 6 |
| Coordinator/Supervisor | 11 |
| Program Assistant/Coordinator | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

**SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

**Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union's collective bargaining agreement.**

**As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.**

**Police Lieutenant:**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 |
|---|---|---|---|---|---|---|---|---|
| 62,668 | 65,175 | 67,782 | 70,493 | 73,313 | 76,245 | 78,532 | 80,889 | * |

LONGEVITY SCHEDULE:Full-Time Employees – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | $1,500 |

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This version of the Salary Administration Plan [Personnel bylaw] replaces the existing bylaw. Changes are noted in* ***bold.***

**MOTION MADE:** That the Town vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place a new salary administration plan as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 6*: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the clerical union department budgets for FY11 for the purpose of funding the collective bargaining agreement between the Town and SEIU Local 888, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and SEIU 888 for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 7*: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the DPW budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and AFSCME Council 93, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and AFSCME Council 93 for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 8*: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Police Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police (Patrol Officers and Sergeants), or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That the Town vote to transfer from overlay surplus the amount of $51,024.99 to add to the Police Department Budget for FY 11 for the purpose of funding the collective bargaining agreement between the Town and Local 167, Massachusetts Coalition of Police (Patrol Officers and Sergeants).

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 9***: To see if the Town will vote to raise and appropriate, transfer from available funds or borrow a sum of money to add to the Fire Department budget for FY11 for the purpose of funding the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The contract has not been ratified as of the date of printing of the warrant. If it does become ratified by Town Meeting, terms of the agreement will be summarized at that time.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Southborough Permanent Firefighters Union Local 3129 IAFF for the purpose of appropriating the funding for the agreement as to its term commencing in fiscal year 2011.
**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 10***: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 13 through 42)***

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY12.*

**MOTION MADE**: That the Town vote to raise a sum of money not to exceed the sum of **$44,408,260** as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | 15,000.00 |
| Transfer from Free Cash | 1,502,116.00 |
| Transfer from Overlay Reserve | 233,151.00 |
| Transfer from Overlay Reserve - for T/E Debt | 405,600.00 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 200,000.00 |
| Transfer from Aerial Ladder Donation Fund | 48,667.00 |
| Transfer from Septic Betterment Fund | 50,547.00 |
| Transfer from Premium Reserve | 303.00 |
| Transfer from Reserve SBAB Fund Balance | 23,307.00 |
| Transfer from Water Reserve | 65,000.00 |
| Transfer from Articles | 26,411.00 |

| | |
|---|---|
| *3,200* | *Consulting ATM08 #19* |
| *57* | *Town House ATM07 #16* |
| *5,186* | *Fire Project ATM08 #11* |
| *2,348* | *Police Room ATM08 #11* |
| *5,967* | *School Project ATM06 #41* |
| *3,948* | *Finn Plumbing ATM09 #11* |
| *5,705* | *Ambulance Purchase ATM08 #12* |

That the Balance of **$41,838,158** be raised and appropriated.

**MOTION MADE**: To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

## *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **114 MODERATOR** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 25 | 25 | |
| MODERATOR TOTAL | 50 | 50 | 75 | 75 | 0.00% |

### *121-129 Executive*

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **121 ELECTED BOARD OF SELECTMEN** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 3,000 | 2,400 | 2,400 | 2,400 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 3,000 | 2,400 | 2,400 | 2,400 | 0.00% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **122 BOARD OF SELECTMEN** | | | | | |
| 51000-51990 Personal Services | 257,077 | 267,450 | 269,144 | 278,009 | |
| 52000-53990 Purchase of Services | 74,850 | 79,199 | 81,740 | 85,355 | |
| 54000-55990 Supplies | 6,343 | 7,198 | 6,165 | 6,315 | |
| 57000-57990 Other Charges and Expenses | 8,281 | 4,703 | 4,833 | 4,325 | |
| BOARD OF SELECTMEN TOTAL | 346,551 | 358,550 | 361,882 | 374,004 | 3.35% |

**AMENDMENT MADE:** That the budget of the Board of Selectmen be reduced to $367,165.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

### *131-149 Financial Administration*

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **131 ADVISORY COMMITTEE** | | | | | |
| 54000-55990 Supplies | 180 | 0 | 30 | 30 | |
| 57000-57990 Other Charges and Expenses | 0 | 120 | 120 | 120 | |
| ADVISORY COMMITTEE TOTAL | 180 | 120 | 150 | 150 | 0.00% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | |
| 57000-57990 Other Charges and Expenses | 126,018 | 62,337 | 150,000 | 150,000 | |
| RESERVE FUND TOTAL | 126,018 | 62,337 | 150,000 | 150,000 | 0.00% |

**AMENDMENT MADE:** That the Budget of the Reserve Fund be reduced to$147,257.

**AMENDMENT PASSED:** 183 in favor, 111 opposed

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | |
| 51000-51990 Personal Services | 101,668 | 105,897 | 107,972 | 110,077 | |
| 52000-53990 Purchase of Services | 11,206 | 4,612 | 1,000 | 1,500 | |
| 54000-55990 Supplies | 370 | 1,244 | 797 | 900 | |
| 57000-57990 Other Charges and Expenses | 709 | 514 | 450 | 450 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN ACCOUNTANT TOTAL | 113,953 | 112,267 | 110,219 | 112,927 | 2.46% |

**AMENDMENT MADE:** That the Budget of the Town Accountant be reduced to $110,862.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **136 AUDIT** | | | | | |
| 52000-53990 Purchase of Services | 21,000 | 30,000 | 23,500 | 34,000 | |
| AUDIT TOTAL | 21,000 | 30,000 | 23,500 | 34,000 | 44.68% |

**BUDGET PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

**MOTION MADE:** That the Town reconsider Budget article 132, the Reserve Fund.

Requires 2/3 vote.

**MOTION PASSED:** 157 in favor, 132 opposed

**MOTION MADE:** That the Reserve Fund Budget be reduced to $125,600.

**MOTION DEFEATED.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 145,460 | 149,978 | 145,080 | 142,649 | |
| 52000-53990 Purchase of Services | 20,716 | 17,228 | 18,400 | 19,200 | |
| 54000-55990 Supplies | 5,838 | 8,210 | 7,251 | 7,500 | |
| 57000-57990 Other Charges and Expenses | 2,843 | 2,651 | 2,550 | 2,800 | |
| 58000-58990 Capital Outlay | 0 | 500 | 0 | 0 | |
| ASSESSORS TOTAL | 174,858 | 178,567 | 173,281 | 172,149 | -0.65% |

**AMENDMENT MADE:** That the Budget of Assessors be reduced to $169,001.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | |
| 51000-51990 Personal Services | 190,708 | 181,377 | 169,890 | 166,461 | |
| 52000-53990 Purchase of Services | 5,055 | 4,056 | 5,075 | 5,140 | |
| 54000-55990 Supplies | 2,025 | 3,219 | 2,694 | 2,680 | |
| 57000-57990 Other Charges and Expenses | 2,956 | 1,993 | 1,915 | 1,980 | |
| 58000-58999 Capital Outlay | 1,000 | 0 | 0 | 0 | |
| TREASURER/COLLECTOR TOTAL | 201,744 | 190,645 | 179,574 | 176,261 | -1.8 |

***151-159 Operations Support***

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **151 LEGAL** | | | | | |
| 52000-53990 Purchase of Services | 95,000 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 95,000 | 95,000 | 95,000 | 95,000 | 0.00% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | |
| 51000-51990 Personal Services | 0 | 450 | 1,230 | 1,230 | |
| 52000-53990 Purchase of Services | 9,006 | 3,381 | 4,550 | 4,550 | |
| 54000-55990 Supplies | 151 | 21 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 200 | 490 | 220 | 220 | |
| PERSONNEL BOARD TOTAL | 9,357 | 4,342 | 6,000 | 6,000 | 0.00% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **153 SPECIAL LEGAL COUNSEL** | | | | | |
| 52000-53990 Purchase of Services | 36,329 | 104,964 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 36,329 | 104,964 | 55,000 | 55,000 | 0.00% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | |
| - | | | | | |
| 20 GEOGRAPHIC INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 31,244 | 23,617 | 18,600 | 18,600 | |
| 54000-55990 Supplies | 166 | 1,641 | 4,000 | 2,000 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| Geographic Information Systems Total | 31,411 | 25,258 | 22,600 | 20,600 | |
| 21 OTHER INFORMATION SYSTEMS | | | | | |
| 51000-51990 Personal Services | 0 | 2,800 | 2,800 | 2,800 | |
| 52000-53990 Purchase of Services | 130,086 | 116,141 | 122,870 | 127,045 | |
| 54000-55990 Supplies | 3,337 | 4,506 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 33,323 | 26,822 | 17,030 | 17,030 | |
| Other Information Systems Total | 166,747 | 150,268 | 147,400 | 151,575 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 198,158 | 175,526 | 170,000 | 172,175 | 1.28% |

***160-169 Licensing and Registration***

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **160 ELECTED TOWN CLERK** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 37,000 | 38,110 | 38,110 | 39,254 | |
| ELECTED TOWN CLERK TOTAL | 37,000 | 38,110 | 38,110 | 39,254 | 3.00% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **161 TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 48,496 | 47,745 | 48,444 | 49,407 | |
| 52000-53990 Purchase of Services | 1,095 | 1,452 | 1,700 | 1,800 | |
| 54000-55990 Supplies | 558 | 670 | 800 | 800 | |
| 57000-57990 Other Charges and Expenses | 420 | 200 | 325 | 325 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN CLERK TOTAL | 50,569 | 50,067 | 51,269 | 52,332 | 2.07% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **162 ELECTIONS & REGISTRATION** | | | | | |
| 51000-51990 Personal Services | 57,918 | 47,897 | 63,649 | 52,589 | |
| 52000-53990 Purchase of Services | 12,575 | 13,489 | 13,247 | 10,370 | |
| 54000-55990 Supplies | 2,011 | 2,372 | 2,050 | 1,500 | |
| 57000-57990 Other Charges and Expenses | 581 | 480 | 600 | 600 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| ELECTIONS & REGISTRATION TOTAL | 73,084 | 64,238 | 79,546 | 65,059 | -18.21% |

***171-179 Land Use***

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **171 CONSERVATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 28,938 | 29,499 | 30,457 | 30,844 | |
| 52000-53990 Purchase of Services | 6,037 | 3,526 | 5,200 | 5,100 | |
| 54000-55990 Supplies | 307 | 285 | 300 | 250 | |
| 57000-57990 Other Charges and Expenses | 656 | 694 | 725 | 775 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| CONSERVATION COMMISSION TOTAL | 35,938 | 34,004 | 36,682 | 36,969 | 0.78% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Perce Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **175 PLANNING BOARD** | | | | | |
| 51000-51990 Personal Services | 126,855 | 116,776 | 121,656 | 123,477 | |
| 52000-53990 Purchase of Services | 909 | 794 | 1,350 | 1,665 | |
| 54000-55990 Supplies | 654 | 771 | 925 | 1,195 | |
| 57000-57990 Other Charges and Expenses | 4,500 | 4,426 | 4,573 | 4,784 | |
| PLANNING BOARD TOTAL | 132,918 | 122,767 | 128,504 | 131,121 | 2.04% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **176 ZONING BOARD OF APPEALS** | | | | | |
| 51000-51990 Personal Services | 9,047 | 9,414 | 10,081 | 9,905 | |
| 52000-53990 Purchase of Services | 4,640 | 2,415 | 4,925 | 4,925 | |
| 54000-55990 Supplies | 447 | 1,588 | 340 | 300 | |
| 57000-57990 Other Charges and Expenses | 500 | 0 | 0 | 0 | |
| ZONING BOARD OF APPEALS TOTAL | 14,635 | 13,417 | 15,346 | 15,130 | -1.41% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 90 | 90 | |
| 54000-55990 Supplies | 73 | 230 | 150 | 150 | |
| OPEN SPACE TOTAL | 73 | 230 | 240 | 240 | 0.00% |

### *191-199 Other*

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | |
| 51000-51990 Personal Services | 293,778 | 274,730 | 272,254 | 265,839 | |
| 52000-53990 Purchase of Services | 235,090 | 142,556 | 146,325 | 164,265 | |
| 54000-55990 Supplies | 47,957 | 19,310 | 8,000 | 22,000 | |
| 57000-57990 Other Charges & Expenses | 1,103 | 738 | 1,710 | 1,750 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 577,928 | 437,334 | 428,289 | 453,854 | 5.97% |

### *200-299 PUBLIC SAFETY*

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,433,879 | 1,410,903 | 1,450,451 | 1,437,551 | |
| 52000-53990 Purchase of Services | 93,259 | 68,848 | 61,434 | 75,425 | |
| 54000-55990 Supplies | 21,111 | 23,290 | 23,520 | 24,881 | |
| 57000-57990 Other Charges and Expenses | 1,939 | 3,521 | 3,998 | 4,618 | |
| 58000-58990 Capital Outlay | 3,122 | 1,983 | 2,000 | 15,170 | |
| POLICE DEPARTMENT TOTAL | 1,553,310 | 1,508,545 | 1,541,403 | 1,557,645 | 1.05% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,556,281 | 1,558,345 | 1,570,075 | 1,596,095 | |
| 52000-53990 Purchase of Services | 93,215 | 93,053 | 102,563 | 102,399 | |
| 54000-55990 Supplies | 65,670 | 65,838 | 45,152 | 49,431 | |
| 57000-57990 Other Charges and Expenses | 2,956 | 3,178 | 3,105 | 3,105 | |
| 58000-58990 Capital Outlay | 2,826 | 11,575 | 7,105 | 18,000 | |
| FIRE DEPARTMENT TOTAL | 1,720,949 | 1,731,989 | 1,728,000 | 1,769,030 | 2.37% |

**BUDGET PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 83,036 | 91,812 | 92,809 | 95,945 | |
| 52000-53990 Purchase of Services | 4,964 | 1,595 | 2,715 | 2,475 | |
| 54000-55990 Supplies | 381 | 640 | 275 | 1,075 | |
| 57000-57990 Other Charges and Expenses | 1,875 | 3,267 | 3,280 | 3,950 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| BUILDING DEPARTMENT TOTAL | 90,256 | 97,314 | 99,079 | 103,445 | 4.41% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | |
| 51000-51990 Personal Services | 2,426 | 2,426 | 2,426 | 2,426 | |
| 52000-53990 Purchase of Services | 482 | 207 | 245 | 245 | |
| 54000-55990 Supplies | 662 | 476 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 100 | 100 | |
| 58000-58990 Capital Outlay | 0 | 152 | 0 | 0 | |
| CIVIL DEFENSE TOTAL | 3,571 | 3,261 | 2,771 | 2,771 | 0.00% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./De |
|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 28,039 | 28,438 | 28,156 | 28,156 | |
| 54000-55990 Supplies | 32 | 40 | 200 | 200 | |
| ANIMAL CONTROL OFFICER TOTAL | 28,071 | 28,478 | 28,356 | 28,356 | 0.00% |

## *400-499 PUBLIC WORKS & FACILITIES*

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **420, 430, 490 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | |
| 51000-51990 Personal Services | 836,988 | 863,442 | 914,340 | 920,789 | |
| 52000-53990 Purchase of Services | 684,690 | 820,731 | 812,949 | 809,950 | |
| 54000-55990 Supplies | 405,867 | 412,842 | 360,575 | 359,700 | |
| 56000-56990 Intergovernmental | 2,550 | 0 | 2,550 | 2,550 | |
| 57000-57990 Other Charges and Expenses | 1,680 | 1,999 | 4,950 | 2,375 | |
| 58000-58990 Capital Outlay | 14,530 | 58,003 | 6,500 | 6,500 | |
| ALL OTHER DEPT. OF PUBLIC WORKS TOTAL | 1,946,305 | 2,157,017 | 2,101,864 | 2,101,864 | 0.00% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | |

| **BUDGET NAME** | **FY 2009 ACTUAL** | **FY 2010 ACTUAL** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | |
| 51000-51990 Personal Services | 322,709 | 363,028 | 386,080 | 391,541 | |
| 52000-53990 Purchase of Services | 149,706 | 156,013 | 190,350 | 190,650 | |
| 54000-55990 Supplies | 81,429 | 93,119 | 58,845 | 60,400 | |
| 56000-56990 Intergovernmental | 724,357 | 669,715 | 700,000 | 740,000 | |
| 57000-57990 Other Charges and Expenses | 788 | 788 | 625 | 900 | |
| 58000-58990 Capital Outlay | 5,597 | 13,531 | 3,500 | 3,500 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,284,587 | 1,296,194 | 1,339,400 | 1,386,991 | 3.55% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | |

***500-599 HUMAN SERVICES***

| **BUDGET NAME** | **FY 2009 ACTUAL** | **FY 2010 ACTUAL** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 0.00% |

| **BUDGET NAME** | **FY 2009 ACTUAL** | **FY 2010 ACTUAL** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 83,130 | 91,986 | 90,598 | 91,952 | |
| 52000-53990 Purchase of Services | 39,794 | 38,836 | 40,817 | 42,497 | |
| 54000-55990 Supplies | 3,499 | 2,995 | 1,600 | 1,600 | |
| 57000-57990 Other Charges and Expenses | 900 | 1,727 | 1,400 | 1,530 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| BOARD OF HEALTH TOTAL | 127,324 | 135,544 | 134,415 | 137,579 | 2.35% |

| **BUDGET NAME** | **FY 2009 ACTUAL** | **FY 2010 ACTUAL** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | |
| 51000-51990 Personal Services | 159,122 | 164,726 | 166,808 | 180,892 | |
| 52000-53990 Purchase of Services | 26,568 | 26,047 | 24,310 | 19,010 | |
| 54000-55990 Supplies | 4,472 | 4,044 | 4,420 | 4,650 | |
| 57000-57990 Other Charges and Expenses | 1,661 | 1,015 | 1,540 | 1,575 | |
| 58000-58990 Capital Outlay | 2,225 | 2,485 | 0 | 0 | |
| COUNCIL ON AGING TOTAL | 194,047 | 198,317 | 197,078 | 206,127 | 4.59% |

| **BUDGET NAME** | **FY 2009 ACTUAL** | **FY 2010 ACTUAL** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | |
| 51000-51990 Personal Services | 117,635 | 119,940 | 116,176 | 119,394 | |
| 52000-53990 Purchase of Services | 4,362 | 3,720 | 4,123 | 3,820 | |
| 54000-55990 Supplies | 373 | 524 | 0 | 1,000 | |
| 57000-57990 Other Charges and Expenses | 2,728 | 2,552 | 1,500 | 2,500 | |
| YOUTH COMMISSION TOTAL | 125,098 | 126,736 | 121,799 | 126,714 | 4.04% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **543 VETERANS' SERVICES** | | | | | |
| 51000-51990 Personal Services | 9,837 | 10,000 | 10,000 | 10,000 | |
| 52000-53990 Purchase of Services | 263 | 318 | 360 | 450 | |
| 54000-55990 Supplies | 123 | 90 | 375 | 400 | |
| 57000-57990 Other Charges and Expenses | 18,916 | 30,259 | 25,300 | 29,400 | |
| VETERANS' SERVICES TOTAL | 29,138 | 40,667 | 36,035 | 40,250 | 11.70% |

## *600-699 CULTURE & RECREATION*

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **610 LIBRARY** | | | | | |
| 51000-51990 Personal Services | 248,406 | 279,365 | 284,784 | 284,851 | |
| 52000-53990 Purchase of Services | 28,442 | 28,248 | 29,666 | 26,650 | |
| 54000-55990 Supplies | 79,149 | 79,441 | 73,000 | 67,625 | |
| 57000-57990 Other Charges and Expenses | 14,036 | 15,196 | 14,800 | 14,744 | |
| 58000-58990 Capital Outlay | 3,220 | 0 | 0 | 0 | |
| LIBRARY TOTAL | 373,252 | 402,250 | 402,250 | 393,870 | -2.08% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Perce Inc./De |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **630 RECREATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 110,382 | 113,902 | 98,476 | 103,178 | |
| 52000-53990 Purchase of Services | 2,563 | 0 | 0 | 0 | |
| 54000-55990 Supplies | 793 | 0 | 24 | 0 | |
| 57000-57990 Other Charges and Expenses | 1,221 | 0 | 0 | 0 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| RECREATION COMMISSION TOTAL | 114,958 | 113,902 | 98,500 | 103,178 | 4.75% |

| | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **691 HISTORICAL COMMISSION** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 2,162 | 2,500 | 1,885 | 885 | |
| 54000-55990 Supplies | 117 | 0 | 115 | 115 | |
| HISTORICAL COMMISSION TOTAL | 2,280 | 2,500 | 2,000 | 1,000 | -50.00% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | |
| - | | | | | |
| 52000-53990 Purchase of Services | 350 | 350 | 350 | 350 | |
| 54000-55990 Supplies | 1,838 | 1,850 | 1,500 | 1,650 | |
| MEMORIAL DAY TOTAL | 2,188 | 2,200 | 1,850 | 2,000 | 8.11% |

### *700-799 DEBT SERVICE*

| BUDGET NAME | FY2009 ACTUAL | FY2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 3,193,880 | 3,229,526 | 3,183,780 | 3,161,181 | |
| 59350 Principal Short Term Debt | 0 | 0 | 0 | 0 | |
| 59000-59490 Total Debt Service-General Fund | 3,193,880 | 3,229,526 | 3,183,780 | 3,161,181 | -0.71% |

**AMENDMENT MADE**: To raise and appropriate $2,755,581 and transfer and appropriate $405,600 from the overlay reserve fund, for a total of $3,161,181.

**AMENDMENT PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **751 INTEREST ON DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 1,320,022 | 1,223,403 | 1,078,190 | 958,696 | |
| 59250 Interest on Notes | 6,176 | 0 | 0 | 0 | |
| 59000-59490 Total Debt Service-General Fund | 1,326,198 | 1,223,403 | 1,078,190 | 958,696 | -11.08% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **6161-710 RETIREMENT OF DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 50,000 | 130,000 | 195,000 | 195,000 | |
| 59000-59490 Total Debt Service-Water Fund | 50,000 | 130,000 | 195,000 | 195,000 | 0.00% |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **6161-751 INTEREST ON DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 26,678 | 42,355 | 54,943 | 46,256 | |
| 59000-59490 Total Debt Service-Water Fund | 26,678 | 42,355 | 54,943 | 46,256 | -15.81 |

*900-999 UNCLASSIFIED*

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | |
| 51000-51990 Total Personal Services | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 128,464 | 136,228 | 140,156 | 142,049 | |
| 51710 Unemployment Payments | 5,823 | 14,338 | 50,000 | 50,000 | |
| 51720 Health Insurance | 3,299,951 | 3,518,208 | 3,810,597 | 3,925,747 | |
| 51730 Retirement Fund | 834,435 | 911,918 | 996,544 | 1,220,759 | |
| 51740 Life Insurance | 5,768 | 5,750 | 5,847 | 5,777 | |
| 51770 Medicare | 239,400 | 247,676 | 257,880 | 259,788 | |
| 51780 Dental Insurance | 132,730 | 135,054 | 140,706 | 145,845 | |
| EMPLOYEE BENEFITS TOTAL | 4,646,571 | 4,969,173 | 5,401,730 | 5,695,587 | 6.45% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | |

| BUDGET NAME | FY 2009 ACTUAL | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | |
| 57100-57990 Other Charges and Expenses | 214,493 | 202,921 | 220,110 | 199,421 | |
| LIABILITY INSURANCE TOTAL | 214,493 | 202,921 | 220,110 | 199,421 | -9.40% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 0% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST |
|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 12,136 | 13,600 | 13,600 |
| Superintendent's Office | 91,379 | 96,839 | 94,839 |
| Administrative Support | 317,955 | 324,722 | 328,048 |
| **INSTRUCTION** | | | |
| Supervision | 39,200 | 39,200 | 39,200 |
| Principals | 827,980 | 832,011 | 744,589 |
| Teaching | 6,905,968 | 6,965,252 | 7,124,761 |
| Professional Development | 91,480 | 64,800 | 94,800 |
| Textbooks & Materials | 288,202 | 191,028 | 192,184 |
| Instructional Hardware & Software | 216,850 | 55,444 | 165,945 |
| Library Services | 243,725 | 252,155 | 224,382 |
| Instructional Equipment | 66,766 | 69,906 | 68,886 |
| Guidance Services | 213,102 | 228,770 | 238,514 |
| **OTHER STUDENT SERVICES** | | | |
| Personnel Services | 500 | 500 | 500 |
| Health Services | 251,431 | 271,764 | 274,226 |
| Transportation | 350,159 | 367,943 | 359,548 |
| Athletics | 27,198 | 31,050 | 31,050 |
| Student Body Activities | 18,110 | 18,280 | 18,280 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,205,244 | 1,252,735 | 1,237,078 |
| Maintenance of Buildings | 390,102 | 307,338 | 304,086 |
| Networking & Telecommunications | 60,549 | 80,131 | 78,120 |
| **FIXED CHARGES** | | | |
| Rentals & Leases | 1,640 | 4,100 | 4,100 |
| **CONTRACTUAL OBLIGATIONS** | | | |
| Contractual Obligations | 0 | 0 | 302,968 |
| REGULAR DAY PROGRAMS | 11,619,676 | 11,467,568 | 11,939,704 |
| SPECIAL EDUCATION PROGRAMS - CHAPTER 766 | | | |
| **INSTRUCTION** | | | |
| Legal | 12,866 | 5,000 | 5,000 |
| Administrative Technology | 2,751 | 2,800 | 2,800 |
| Director | 121,798 | 123,581 | 122,943 |
| Teaching | 2,385,165 | 2,594,256 | 2,761,501 |
| Professional Development | 421 | 2,300 | 2,200 |
| Instructional Technology | 7,133 | 11,000 | 11,000 |
| Psychological Services | 286,757 | 332,063 | 357,296 |
| **OTHER STUDENT SERVICES** | | | |
| Health Services | 67,111 | 37,000 | 41,959 |
| Transportation Sped | 347,920 | 271,280 | 271,280 |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | |
| Operation of Equipment | 9,809 | 10,000 | 10,000 |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | |
| Tuition, Out | 1,213,347 | 1,413,178 | 1,293,678 |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | |
| Assabet Collaborative Assessment | 1,667 | 1,700 | 1,750 |
| Tuition Out, Collaborative | 62,475 | 175,000 | 64,350 |
| SPECIAL EDUCATION - CHAPTER 766 | 4,519,220 | 4,979,158 | 4,945,757 |

| SUMMARY | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 11,619,676 | 11,467,568 | 11,939,704 | |
| SPECIAL EDUCATION - CHAPTER 766 | 4,519,220 | 4,979,158 | 4,945,757 | |
| **GRAND TOTAL OPERATING BUDGET** | **16,138,896** | **16,446,726** | **16,885,461** | 2.67% |

**AMENDMENT MADE:** That the Town reduce the Southborough School Budget to $16,315,414.

**AMENDMENT DEFEATED.**

**AMENDMENT MADE:** That the Town reduce the Southborough School Budget to $16,740,202.

**AMENDMENT DEFEATED.**

**MAIN BUDGET PASSED BY MAJORITY VOTE**

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 BUDGET | FY 2012 REQUEST |
|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 52,230 | 63,286 | 63,286 |
| Superintendent's Office | 96,553 | 94,638 | 94,638 |
| Administrative Support | 320,714 | 331,734 | 330,760 |
| **INSTRUCTION** | | | |
| Supervision | 74,907 | 77,374 | 77,374 |
| Principals | 642,603 | 627,697 | 621,522 |
| Teaching | 6,563,222 | 7,046,346 | 7,095,357 |
| Professional Development | 71,791 | 75,375 | 72,175 |
| Textbooks & Materials | 267,034 | 226,516 | 169,349 |
| Instructional Hardware & Software | 29,309 | 18,235 | 15,101 |
| Instructional Equipment | 25,885 | 24,957 | 21,716 |
| Library Services | 126,586 | 135,201 | 135,201 |
| Guidance Services | 549,690 | 593,293 | 584,110 |
| **OTHER STUDENT SERVICES** | | | |
| Testing | 3,173 | 3,500 | 3,500 |
| Health Services | 124,929 | 140,146 | 146,200 |
| Transportation | 1,030,948 | 1,066,585 | 1,047,120 |
| Athletics/Student Body Activities | 366,703 | 368,989 | 428,804 |
| Other Student Activities | 4,740 | 4,500 | 4,500 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,276,582 | 1,323,758 | 1,301,992 |
| Maintenance of Buildings | 429,874 | 360,553 | 287,897 |
| Payment for Local Northboro Services | 43,815 | 50,000 | 50,000 |
| Networking & Telecommunications | 87,243 | 100,062 | 99,878 |
| **FIXED CHARGES** | | | |
| Rentals and Leases | 52,169 | 69,891 | 69,466 |
| Insurance | 2,357,891 | 2,716,453 | 2,717,368 |
| Retirement Liability | 225,987 | 252,040 | 276,511 |
| **NEW EQUIPMENT** | | | |
| New Equipment | 20,137 | 20,000 | 20,000 |
| **CONTRACTUAL OBLIGATIONS** | | | |
| Contractual Obligations | 0 | 0 | 227,849 |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | |
| School Choice | 202,986 | 85,555 | 134,429 |
| REGULAR DAY PROGRAMS | 15,047,701 | 15,876,684 | 16,096,103 |

| BUDGET NAME | FY 2010<br>ACTUAL | BUDGET | REQUEST |
|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL (cont.)** | | | |
| SPECIAL EDUCATION PROGRAMS - CHAPTER 766 | | | |
| **ADMINISTRATION** | | | |
| Legal Services | 108 | 4,000 | 3,000 |
| Administrative Technology | 0 | 2,800 | 2,800 |
| **INSTRUCTION** | | | |
| Director | 107,401 | 108,877 | 107,378 |
| Teaching | 753,789 | 786,900 | 833,301 |
| Professional Development | 1,847 | 3,100 | 2,600 |
| Textbooks | 1,318 | 1,500 | 1,500 |
| Instructional Technology | 4,789 | 6,500 | 6,500 |
| Psychological Services | 80,118 | 92,467 | 103,467 |
| **OTHER STUDENT SERVICES** | | | |
| Health Services | 8,340 | 11,150 | 11,150 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| New | | | |
| Equipment | 2,400 | 3,000 | 3,000 |
| Equipment Maintenance | 155 | 500 | 500 |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | |
| Tuition, Out | 223,120 | 243,553 | 180,411 |
| Transportation | 253,300 | 138,097 | 149,939 |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | |
| Assabet Collaborative Assessment | 1,667 | 2,500 | 2,500 |
| Tuition Out, Collaborative | 114,330 | 241,014 | 115,068 |
| SPECIAL EDUCATION - CHAPTER 766 | 1,552,682 | 1,645,958 | 1,523,114 |

SUMMARY

| | FY 2010<br>ACTUAL | FY 2011<br>BUDGET | FY 2012<br>REQUEST | |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 15,047,701 | 15,876,684 | 16,096,103 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,552,682 | 1,645,958 | 1,523,114 | |
| GRAND TOTAL OPERATING BUDGET | 16,600,383 | 17,522,642 | 17,619,217 | 0.55% |

| | NON EXEMPT | EXEMPT | TOTAL |
|---|---|---|---|
| **FY 2012 SOUTHBOROUGH ASSESSMENT** | **6,094,184** | **848,322** | **6,942,506** |

**AMENDMENT MADE:** That the Town reduce the Algonquin Regional High School Budget by $228,763to a new total of $6,713,742.71.

**AMENDMENT WITHDRAWN.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT

## FY2012 BUDGET & ASSESSMENTS - D.O.E. RECOMMENDED METHOD

RSC voted 3-16-11

| | | 57.99%<br>Northboro | 42.01%<br>Southboro |
|---|---|---|---|
| **Step 1** | | | |
| FY 2012 Proposed Budget | 17,619,217.00 | | |
| Less Transportation | | | |
| SPED Transportation | 1,176,559.00 | | |
| Less Fixed Charges | 0.00 | | |
| Net School Spending | 16,442,658.00 | | |
| Less revenues | 20,000.00 | | |
| Subtotal | 16,422,658.00 | | |
| Less Chapter 70 Aid - Preliminary | 2,721,210.00 | | |
| Less State ward reimbursement | 0.00 | | |
| Net Budget | 13,701,448.00 | | |
| **Step 2** | | | |
| Minimum Local Contribution required by Ed Reform | 11,147,301.00 | 6,235,557.00 | 4,911,744.00 |
| **Step 3** | | | |
| Difference between Min. Contrib. & Net budget balance | 2,554,147.00 | | |
| **Step 4** | | | |
| Apportion Step 3 amount by agreement | | 1,481,149.85 | 1,072,997.1 |
| **Step 5** | | | |
| Transportation Budget | | | |
| Less Aid to Transportation Preliminary | 660,451.00 | 382,995.53 | 277,455.47 |
| **Step 6** | | | |
| Other Operational Costs | | | |
| Less Revenues | 0.00 | | |
| **Step 7** | | | |
| Debt Payments Not Exempt from Proposition 2 1/2 | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | |
| Total assessments, Minimum local contribution | | | |
| plus apportionments | 14,361,899.00 | 8,099,702.38 | 6,262,196.62 |
| **Step 9** | | | |
| Excess & Deficiency | 450,000.00 | 260,955.00 | 189,045.00 |
| **FY2012 Assessment Not Exempt from Proposition 2 1/2** | 13,911,899.00 | 7,838,747.38 | 6,073,151.62 |
| **Step 10** | | | |
| Debt Payments Exempt from Proposition 2 1/2 | 2,115,951.26 | 1,267,629.17 | 848,322.09 |
| **Total FY2012 Assessment** | 16,027,850.26 | 9,106,376.55 | 6,921,473.71 |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2012 BUDGET & ASSESSMENTS - D.O.E. RECOMMENDED METHOD

RSC voted 3-16-11

### Assessment Comparison

**Northborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2012 Assessment | 7,838,747.38 | 1,267,629.17 | 9,106,376.55 |
| FY2011 Assessment | 7,696,524.38 | 1,131,426.71 | 8,827,951.09 |
| Dollar Increase | 142,223.00 | 136,202.46 | 278,425.46 |
| Percent increase | 1.85% | 12.04% | 3.15% |

**Southborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2012 Assessment | 6,073,151.62 | 848,322.09 | 6,921,473.71 |
| FY2011 Assessment | 5,702,400.62 | 725,391.84 | 6,427,792.46 |
| Dollar Increase | 370,751.00 | 122,930.25 | 493,681.25 |
| Percent increase | 6.50% | 16.95% | 7.68% |

### FY 2011 Minimum Contribution Adjustment
### Assessment Comparison

**Northborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2012 Assessment | 7,838,747.38 | 1,267,629.17 | 9,106,376.55 |
| FY2011 Minimum Contribution Adjustment | -21,032.00 | | -21,032.00 |
| **Adjusted FY2012 Assessment** | **7,817,715.38** | **1,267,629.17** | **9,085,344.55** |
| FY2011 Assessment | 7,696,524.38 | 1,131,426.71 | 8,827,951.09 |
| Dollar Increase | 121,191.00 | 136,202.46 | 257,393.46 |
| Percent increase | 1.57% | 12.04% | 2.92% |

**Southborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2012 Assessment | 6,073,151.62 | 848,322.09 | 6,921,473.71 |
| FY2011 Minimum Contribution Adjustment | 21,032.00 | | 21,032.00 |
| **Adjusted FY2012 Assessment** | **6,094,183.62** | **848,322.09** | **6,942,505.71** |
| FY2011 Assessment | 5,702,400.62 | 725,391.84 | 6,427,792.46 |
| Dollar Increase | 391,783.00 | 122,930.25 | 514,713.25 |
| Percent increase | 6.87% | 16.95% | 8.01% |

**MAIN MOTION PASSED BY MAJORITY VOTE.**

| **BUDGET NAME** | **FY 2011 BUDGET** | **FY 2012 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | | |
| General Administration (School Committee) | 10,950 | 11,200 | |
| District Administration (Superintendent) | 222,731 | 235,633 | |
| Finance & Admin. Services | 25,000 | 33,000 | |
| Finance & Business Office | 354,941 | 363,294 | |
| Human Resources, Benefits, Personnel | 65,500 | 66,500 | |
| Legal Services | 40,000 | 40,500 | |
| Legal Settlements | 0 | 0 | |
| Districtwide Information Management | 22,500 | 22,500 | |
| Districtwide Academic Leadership | 246,498 | 259,349 | |
| Curriculum Directors (Supervisory) | 260,063 | 268,781 | |
| Department Heads (Non-supervisory) | 288,843 | 296,959 | |
| School Building Leadership | 22,000 | 23,000 | |
| Principal's Office | 154,801 | 188,136 | |
| Instruction - Teaching Services | 6,518,651 | 6,452,983 | |
| Specialist Teachers | 538,927 | 648,729 | |
| Medical/Therapeutic Services | 5,000 | 6,000 | |
| Librarians/Media Center Directors | 104,562 | 106,939 | |
| Professional Development | 85,400 | 92,150 | |
| Director of Curr./Professional Development | 76,875 | 81,969 | |
| Prof. Dev. Stipends, Providers, Expenses | 14,850 | 14,850 | |
| Instructional Materials and Equipment | 239,285 | 233,055 | |
| Textbooks and Related Software | 82,500 | 82,500 | |
| Instructional Equipment | 0 | 171,000 | |
| Instructional Technology | 48,000 | 54,950 | |
| Audio/Visual | 2,000 | 2,000 | |
| Guidance | 487,538 | 547,403 | |
| Testing and Assessment | 39,550 | 40,820 | |
| Psychological Services | 113,000 | 135,000 | |
| Attendance and Parent Liaison Services | 30,720 | 31,965 | |
| Health Services | 90,485 | 92,767 | |
| Student Transportation Services | 1,167,452 | 1,139,891 | |
| Athletic Services | 417,246 | 426,267 | |
| Other Student Services | 127,352 | 126,250 | |
| School Security | 57,000 | 55,000 | |
| Operations and Maintenance of Plant | 81,173 | 85,150 | |
| Custodial Services | 606,000 | 629,000 | |
| Heating of Buildings | 675,500 | 694,000 | |
| Utility Services | 161,000 | 161,000 | |
| Maintenance of Grounds | 109,700 | 160,700 | |
| Maintenance of Buildings | 329,900 | 487,300 | |
| Maintenance of Equipment | 5,500 | 7,500 | |
| Extraordinary Maintenance | 0 | 0 | |
| Networking and Telecommunications | 70,257 | 71,700 | |
| Technology Maintenance | 98,000 | 99,560 | |
| Employee Retirement | 200,000 | 206,500 | |
| Insurance Programs - Employees | 1,983,250 | 1,865,250 | |
| Insurance Programs - Retirees | 0 | 237,500 | |
| Non-employee Insurance | 140,500 | 140,500 | |
| Acquisition and Improvement of Sites | 50,000 | 0 | |
| Acquisition and Improvement of Buildings | 155,000 | 0 | |
| Acquisition and Improvement of Equipment | 0 | 0 | |
| Capital Technology | 85,000 | 0 | |
| Replacement of Equipment | 86,000 | 0 | |
| Replacement of Motor Vehicles | 84,000 | 84,000 | |
| Tuition to Collaboratives | 19,000 | 19,000 | |
| TOTAL | 16,900,000 | 17,300,000 | |
| **SOUTHBORO ASSESSMENT** | **139,496** | **152,121** | **9.05%** |

| BUDGET NAME | FY 2011 BUDGET | FY 2012 REQUEST | Percent Inc./Decr. |
|---|---|---|---|
| **305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | |
| Tuition/Transportation Assessment | 28,218 | 66,654 | |
| **NORFOLK COUNTY AGRICULTURAL H S TOTAL** | **28,218** | **66,654** | **136.21%** |

**MOTION MADE: To table Article 10 to calculate the total.**

**MOTION PASSED UNANIMOUSLY.**

**At 11:36 pm MOTION was made to adjourn Annual Town Meeting to Tuesday, April 12, 2011 at 7:30pm.**

**MOTION PASSED UNANIMOUSLY.**

Town of Southborough
ADJOURNED ANNUAL TOWN MEETING
April 12, 2011

At the Adjourned ANNUAL TOWN MEETING duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 12, 2011 at 7:30pm the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 240 voters were present.

**Checkers:**

| | |
|---|---|
| **Brenda Gaffney** | **Lidia A. Kiley** |
| **Linda C. Hubley** | **Janet M.E. Mattioli** |
| **Doriann Jasinski** | **Delia Mulvaney** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Paul M. Cimino** | **3 Austin Kelly Lane** |
| **Joseph E. Hubley** | **6 Winchester Street** |
| **Regina P. McAuliffe** | **5 General Henry Knox Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **Charles R. O'Connell** | **191 Main Street** |

**The Town Moderator, David A. Coombs, called the Adjourned Annual Town Meeting to order at 7:37 pm.** The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 10-34 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting.
There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Eric Denoncourt, Town Planner**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Kim Ivers, Children's Librarian**
**Michelle Jenkins, Assistant Town Clerk**
**Jean Kitchen, Town Administrator**
**Patrice Kline, SEIU**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**John D. Mauro, Jr., Fire Chief**
**Carla McAuliffe, Town Accountant**
**Jane T. Moran, Police Chief**
**Paul Pisinski, Board of Health**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Laurie Sugarman-Whittier, Youth & Family Services Director**
**Adam Wolfset, Boy Scout**
**John Woodsmall, Town Engineer**

**MOTION MADE: To take Article 10 off the table.**

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of **$44,408,260** as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | 15,000.00 |
| Transfer from Free Cash | 1,502,116.00 |
| Transfer from Overlay Reserve | 233,151.00 |
| Transfer from Overlay Reserve - for T/E Debt | 405,600.00 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 200,000.00 |
| Transfer from Aerial Ladder Donation Fund | 48,667.00 |
| Transfer from Septic Betterment Fund | 50,547.00 |
| Transfer from Premium Reserve | 303.00 |
| Transfer from Reserve SBAB Fund Balance | 23,307.00 |
| Transfer from Water Reserve | 65,000.00 |
| Transfer from Articles | 26,411.00 |

| | |
|---|---|
| *3,200* | *Consulting ATM08 #19* |
| *57* | *Town House ATM07 #16* |
| *5,186* | *Fire Project ATM08 #11* |
| *2,348* | *Police Room ATM08 #11* |
| *5,967* | *School Project ATM06 #41* |
| *3,948* | *Finn Plumbing ATM09 #11* |
| *5,705* | *Ambulance Purchase ATM08 #12* |

That the Balance of **$41,838,158** be raised and appropriated.

**AMENDMENT MADE:** To amend the main motion by transferring $83,000 from the Ambulance Fund, Receipts Reserved and the balance of $41,755,158 be raised and appropriated.

**MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.**

***ARTICLE 11***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | ITEM | TOTAL | Recommend ADVISORY | Recommend SELECTMEN | Recommend CAPITAL BUDGET PLANNING |
|---|---|---|---|---|---|
| 1. | DPW equipment | **$315,000** | AT TOWN MEETING | SUPPORT $226,000 (equipment 1, 2 and 3) | SUPPORT $168,000 (equipment 1 and 2 ) |
| 2. | Fire Dept. incident command vehicle | **$54,000** | AT TOWN MEETING | SUPPORT out of ambulance reserves | SUPPORT out of ambulance reserves |
| 3. | Town House | **$60,000** | AT TOWN MEETING | SUPPORT | SUPPORT $50,000 |
| 4. | Senior Center | **$49,000** | AT TOWN MEETING | SUPPORT $36,000 | SUPPORT |
| 5. | Police cruisers | **$72,000** | AT TOWN MEETING | SUPPORT $36,000 (1 cruiser) | SUPPORT |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:**
*1. The DPW maintains a capital equipment program. This money includes: 1) purchasing a USED 35,000GVW cab and chassis with plow and a stainless steel sander body (to replace a 2002 35,000GVW cab and chassis with a sander body), 2) purchasing a NEW diesel 4x4 pick-up truck with plow (to replace a 1999 pick-up truck with plow), 3) purchasing a NEW 1 ton 18,000GVW diesel dump truck with plow (to replace a 2002 16,000GVW utility dump truck), 4) retrofitting the 2002 16,000GVW dump truck with a service body (to replace a 1988 service truck), 5) repairing the frame, replacing the crane and stripping priming and painting the 1983 catch basin cleaning (CB) truck and 6) funding the stripping, priming and painting of a 35,000GVW truck.*

*2. The current ICV, operated by the Fire Chief, is a 2002 Chevy Tahoe with over 93,000 miles. This vehicle is equipped with interoperable communications equipment, response information for various buildings and facilities, as well as miscellaneous tools and equipment which allows the Incident Commander to effectively direct and manage fire, medical, rescue and other emergency incident of all types. The vehicle is used by the Fire Chief to respond to emergency calls both on and off duty, as well as used in the normal performance of the Fire Chief's required duties. The current vehicle will be reassigned to the fire prevention officer to replace a very worn 2003 Ford Crown Victoria former police cruiser. By reassigning the vehicle to fire prevention, the life expectancy of the vehicle will be extended approximately three to five years.*
*3. To replace 2 HVAC air handlers and rebuild 3 HVAC air handlers in the Town House.*
*4. To replace 2 boilers and controls and repave a portion of the parking area at the Senior Center.*
*5. To replace two police cruisers and equipment including video cameras.*

**MOTION MADE:** That the Town vote to appropriate a total of $280,000 by raise and appropriation; $226,000 for DPW equipment; and finally to transfer $54,000 from Receipts Reserve Ambulance fund for a fire department command vehicle.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 12***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $250,000 for the maintenance of Town roads, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support (with $100,000 from overlay account)**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This money is used for the Town's paving contract and other street maintenance contracts such as crack sealing and infrared repair.*

**MOTION MADE:** That the Town vote to appropriate a total of $250,000 by raising and appropriating $150,000 and transferring from the Overlay Surplus account $100,000 for the maintenance of Town roads.

**AMENDMENT MADE:** To appropriate a total of $200,000 by raising $100,000 and transferring $100,000 from the Overlay Surplus account.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 13***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $155,000 to perform engineering required to develop 25% plans for Route 85, from the Hopkinton Town Line to Route 30, to be listed for Federal Transportation Improvement Plan (TIP) money, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will fund the engineering required for the Town to develop plans for listing on the TIP. A commitment to reimburse the Town a sum of this money has been obtained from Legacy Farms Project in Hopkinton.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 14***: To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of $75,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen project costs or water system improvements requiring immediate appropriation, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Board of Selectmen to approve additional funding for water projects with unforeseen complications, that are above the appropriation estimate or repairs that constitute or arise from an emergency.*

**MOTION MADE:** That the Town vote to transfer from the Water Reserves Fund and appropriate the sum of $75,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen WATER project costs or water system improvement requiring immediate appropriation.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 15***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE:** That the Town will vote to raise and appropriate $96,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committee.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 16*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of $30,000 for the purpose of purchasing three Thermal Imaging Units for the Fire Department,or do or any act anything in relation thereto.

**Proposed by: FIRE CHIEF**
**Board of Selectmen Recommendation: Support $20,000 (2 thermal imagers)**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The fire department currently has 2 thermal imaging units which are approaching 10 years old. Because of the extremely rough environment they are exposed to in fire situations, they have become extremely unreliable and expensive to maintain. Thermal imagers are invaluable while searching buildings for signs of fire and trapped occupants, as well as searching for the source of heat. One thermal imager would be added, which would provide a unit in each of the three primary fire trucks.*

**MOTION MADE:** That the Town will vote to raise and appropriate, the sum of $20,000 for the purpose of purchasing two Thermal Imaging Units for the Fire Department.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 17*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of $25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Funding for special legal counsel who will assist the Town in the suit filed by Northborough regarding the regional school debt assessment.*

**MOTION MADE:** That the Town will vote to transfer from the overlay surplus account the sum of $25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula.

**MOTION PASSED BY MAJORITY VOTE**

*ARTICLE 18*: To see if the Town will vote to repeal the vote Article 49 of the April 12, 1999 town meeting to repeal the provisions of Massachusetts General Laws, Chapter 41, Section 108L, the Career Incentive Pay Program for Police Officers (also known as the Quinn bill), or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article is on the warrant in the event the Board of Selectmen negotiates an educational incentive that will replace the Quinn bill.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 19*: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, $30,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will fund any vacation and sick pay due to eligible employees upon their retirement.*

**MOTION MADE:** That the Town vote to transfer from the overlay surplus fund $30,000 for the purpose of paying to eligible retirees the amount due for accrued vacation and sick time.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 20***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $14,248.25 to reimburse four town employees for legal fees and expenses they incurred defending allegations of misconduct for which no discipline was recommended or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will authorize the Town to reimburse three current and one former employee for legal bills they incurred and paid as a result of an allegation that comments were made after work during a social gathering.*

**MOTION MADE:** That the Town vote to transfer from the overlay surplus account the sum of $14,248.25 to reimburse four town employees for legal fees and expenses they incurred defending allegations of misconduct for which no discipline was recommended.

**MOTION MADE:** To advance to Article 34.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** TO POSTPONE ARTICLE 34 INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

**AMENDMENT MADE TO MAIN MOTION:** That the Town appropriate $7,124.12.

**AMENDMENT MADE TO MAIN MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 21***: To see if the Town will vote to transfer from overlay surplus a sum of money to stabilization, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would transfer a sum of money from the overlay surplus fund to the stabilization fund. This article may be postponed indefinitely.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 22***: To see if the Town will vote to amend the Town of Southborough's local room occupancyexcise under Massachusetts General Laws, Chapter 64G, §3A at the rate of 6 percent, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Acceptance of this general law will allow the town to increase its hotel/motel/room occupancy tax from 4% to 6% and will produce approximately $16,000 in additional town receipts.*

**MOTION MADE:** That the Town of Southborough amend its local room occupancy excise underMass. General Laws, Chapter 64G, §3A to the rate of 6 percent.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 23***: To see if the Town will vote to accept Massachusetts General Laws, Chapter 138, Section 33B, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the sale of alcoholic beverages beginning at 10 a.m. on Sundays. Currently alcoholic beverages cannot be sold until noon on Sundays.*

**MOTION MADE:** That the Town vote to accept Massachusetts General Laws, Chapter 138, Section 33B.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 24***: To see if the Town will vote to grant, as a drainage easement, to the Massachusetts Department of Transportation, 500 Square Feet of land on the north side of Southville Road and west side of Constitution Drive. This land is described as "Proposed Drainage Easement, Area = 500 SQ. FT." on the plan entitled "Easement Plan of Land in Southborough, Massachusetts", prepared by Vanasse, Hangen and Brustlin, Inc. and dated December 21, 2010. Plan is on file with the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article allows new drainage, created as part of the Southville Road sidewalk project, from the portion of Southville Road that is owned by the MassDOT to cross over property owned by the Town of Southborough.*

**MOTION MADE:** That the Town vote to grant, as a drainage easement, to the Massachusetts Department of Transportation, 500 SF of land on the north side of Southville Road and west side of Constitution Drive. This land is described as "Proposed Drainage Easement, Area = 500 SQ. FT." on the plan entitled "Easement Plan of Land in Southborough, Massachusetts", prepared by Vanasse, Hangen and Brustlin, Inc. and dated December 21, 2010, plan is on file withthe Town Clerk's office.

Requires a 2/3 vote.

**MOTION PASSED:** 152 in favor, 2 opposed.

*ARTICLE 25*: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2012 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapte 44B of the General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections) | $252,499.04 |
| State Match (projected State match) | $ 71,282.19 |
| Total Projected Revenue | $323,781.23 |

**Set Aside - Open Space**

**$32,378.12** to be set aside, held in the Community Preservation Fund, and spent inFY2012 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

**$32,378.12** to be set aside, held in the Community Preservation Fund, and spent inFY2012 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

**$32,378.12** to be set aside, held in the Community Preservation Fund, and spent in FY2012 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

**$16,189.06** to defray the administrative and operating expenses of the Community Preservation Committee inFY2012 for the Community Preservation Fund (discretionary).

**Set Aside - Budgeted Reserve/Discretionary**

Reserved For FY12CPF (Budgeted Reserve/Discretionary)$240,803.46

**FY 2010 Interest/Adjustments**

To accept $38,985.00 of interest/adjustments received in FY2010 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

$ 3,898.50 Set Aside – Open Space
$ 3,898.50 Set Aside – Community Housing
$ 3,898.50 Set Aside – Historic Preservation
$ 27,289.50 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY2012 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 26*: To see if the Town will vote to appropriate $36,276.62 from the CPA Housing Reserve Fund as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Funds from the CPA and from Southborough's inclusionary zoning bylaw used in the flexible structure of the Housing Trust Fund will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs.*

**MOTION MADE:** That the Town vote to appropriate $36,276.62 from the CPA Housing Reserve Fund as requested by the Southborough Affordable Housing Trust. Monies will be used for the purchase and/or construction of new affordable housing in accordance with the Southborough Affordable Housing Trust rules and regulations, and in compliance with the Community Preservation Act. Said funds to be expended under the direction of the Community Preservation Committee

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 27*: To see if the Town will vote to appropriate $189,374.28 ($36,276.62 from the Open Space Reserve Fund, and $153,097.66 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $189,374.28 ($36,276.62 from the Open Space Reserve Fund, and $153,097.66 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 28*: To see if the Town will vote to appropriate $21,000 from the Historical Reserve fund, for a Historic Residential Village designation, for the purpose of Historic Preservation. Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Monies will be used to fund a Preservation Consultant to research and prepare a National Register Historic District nomination and to coordinate between town officials, committees and resident groups with the Massachusetts Historic Commission.*

**MOTION MADE:** TO POSTPONE THIS ARTICLE INDEFINETLEY.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 29*: To see if the Town will vote to appropriate $4,000 from the General Unreserved/Fund Balance for the purpose of creating a sand volleyball court at Neary School, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Monies will be used to create a sand volleyball court at Neary School.*

**MOTION MADE:** That the Town vote to appropriate $4,000 from the General Unreserved/Fund Balance for the purpose of creating a sand volleyball court at Neary School, for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 30***: To see if the Town will vote to appropriate $133,000 from the General Unreserved/Fund Balance for the purpose of creating Splash Pad & Playground adjacent to the South Union School (the Recreation Department), for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Monies will be used to create a Splash Pad & Playground adjacent to the Recreation Department.*

**MOTION MADE:** That the Town vote to appropriate $96,700 from the General Unreserved/Fund Balance for the purpose of creating a Playground adjacent to the South Union School (the Recreation Department), for the purpose of recreation. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**MOTION PASSED:** 105 in favor, 82 opposed

***ARTICLE 31***: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving fund for the following purposes:

| | |
|---|---|
| 1. | Immunization/emergency dispensing clinic for the Board of Health to a maximum of $6,500. |
| 2. | Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $80,000. |
| 3. | Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000. |
| 4. | Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $25,000. |
| 5. | Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000. |
| 6. | CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500. |
| 7. | Conservation Commission for the cost of running the community garden to a maximum of $1,500. |
| 8. | Recreation Commission for a portion of recreation program costs to a maximum of $323,175. |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article, which provides for revolving funds must be approved annually and will:*
*1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic;*
*2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors; 3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
*4. To use fees collected under the Southborough Wetland Bylaw and Regulations to cover departmental and consultant costs incurred for the review, issuance and ongoing monitoring of permitted projects;*
*5. To use money collected from hazardous incidents to cover the departmental expense related to the incident;*
*6. The money collected will cover the cost of running CPR classes;*
*7. The fees collected from plot rentals to cover the costs of running the Community Garden;*
*8. To cover a portion of the costs associated with Recreation programming.*

**MOTION MADE:** That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving funds as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 32***: To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning; by deleting Section 174-8.9 in its entirety and inserting in place thereof the following text:

174-8.9 WFP Wetland and Floodplain District

A. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Southborough are panel numbers 25027C0654E, 25027C0658E, 25027C0659E, 25027C0662E, 25027C0666E, 25027C0667E, 25027C0668E, 25027C0669E, 25027C0678E and 25027C0686E dated July 4, 2011. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 4, 2011. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

B. Base Flood Elevation and Floodway Data

(1) Floodway Data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(2)Base Flood Elevation Data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

C.Notification of Watercourse Alteration – In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:

(1)Adjacent Communities

(2)NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104

(3)NFIP Program Specialist
Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110

D.Reference to Existing Regulations

(1)The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and non-structural activities, whether permitted by right or by special permit must be in compliance with Chapter 131, Section 40 of the Massachusetts General Laws and with the following:

(a)Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR 120.G, "Flood Resistant Construction and Construction in Coastal Dunes");

(b)Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00);

(c)Inland Wetlands Restriction, DEP (currently 310 CMR 13.00);

(d)Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5);

(2)Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

E.Other Use Regulations

(1)All subdivision proposals must be designed to assure that:

(a)such proposals minimize flood damage;

(b)all public utilities and facilities are located and constructed to minimize or eliminate flood damage; and

(c)adequate drainage is provided to reduce exposure to flood hazards.

(2)In Zones AE, along watercourses in the Town of Southborough that have a regulatory floodway designated on the Worcester County FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge,

, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN AND PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article replaces the Town's zoning regulations relative to development within floodplains, including adoption of newly amended Flood Insurance Rate Maps to establish the Wetland and Floodplain District. Amendment of the floodplain bylaw is required to maintain compliance with FEMA's National Flood Insurance Program.*

**MOTION MADE :** That the Town vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning; by deleting Section 174-8.9 in its entirety and inserting in its place a new Section 174-8.9 as printed in the warrant.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 33*: To see if the Town will act to create a Committee of five members, "The Drafting Committee for Town Manager Legislation", appointed by the Moderator, to draft special municipal legislation whose purpose shall be to enact a Town Manager form of government with an elected Board of Selectmen, consisting of five persons, this Committee to present the proposed legislation in a Warrant for consideration by the Annual Town Meeting of 2012, or such earlier Special Town Meeting as may arise; further, to raise and appropriate or transfer and appropriate a sum of money for the purpose of providing legal counsel to said Committee, or do or act anything in relation thereto.

**Proposed by: PETITION OF JOHN B. BUTLER JR. AND 31 OTHERS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article creates a committee to draft language that implements the recommendations of the Town Government Study Committee. Up to $10,000 will be used for legal or other professional services to assist the committee in drafting the municipal legislation.*

**MOTION MADE:** That the Town create a Committee of five members, "The Drafting Committee for Town Manager Legislation", appointed by the Moderator, to draft special municipal legislation whose purpose shall be to enact a Town Manager form of government with an elected Board of Selectmen, consisting of five persons, this Committee to present the proposed legislation in a Warrant for consideration by the Annual Town Meeting of 2012, or such earlier Special Town Meeting as may arise; further, that the town vote to transfer for the overlay surplus account $10,000 for the purpose of providing consulting services to said Committee.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 34***: To see if the Town will act to raise and appropriate or transfer and appropriate $14,248.25 for the purpose of paying attorney's fees incurred by Town employees in responding to or dealing with a Town investigation during 2009 and 2010 or do or act anything in relation thereto.

**Proposed by: PETITION OF JAMES F. HEGARTY AND 16 OTHERS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *See article 20*

**SEE ARTICLE 20.**

**At 10:10PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

# Town of Southborough
## ANNUAL TOWN MEETING
April 9, 2012

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 9, 2012 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 277 voters were present.

**Checkers:**

**Brenda Gaffney**
**Lidia A. Kiley**
**Linda C. Hubley**
**Delia Mulvaney**
**Doriann Jasinski**
**Karen White**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Paul C. Butka** | **8 Hubley Lane** |
| **Paul M. Cimino** | **3 Austin Kelly Lane** |
| **Salvatore M. Giorlandino** | **7 Summit Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **Gary Strickland** | **5 Stockwell Lane** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:18pm.**

The Colors were presented by The GIRL SCOUTS from 3 Troops:

**Troop 72783**
**Danielle Brazeau**
**Johanna Casey**
**Abby Dugan**
**Kiara Ford**
**Claire Gerulskis**
**Rebecca Snow**

**Troop 72808**
**Emily Dietz**
**Elissa Gorman**
**Tessa McAndrews**
**Rianna Mukherjee**
**Grace Rousseau**

**Troop Leaders**
**Rachael Dietz**
**Lori Gerulskis**
**Nancy McAndrews**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Ethel Nelson Armstrong** – Election Worker and Registrar of Voters
**Harvey D. Bigelow, Sr.** – Cemetery Commissioner and Public Works Planning Board
**George Killam** – Firefighter and Cemetery Commissioner
**Richard Curran** – Longtime Business Owner of the "Spa" and Council on Aging Member
**Esther Lesieur** - Teacher
**Richard Upjohn** – Conservation Commission and Community Preservation Commission
**Alphonsina Torcoletti** – Board of Health Secretary and Election Worker

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Sarah Cassell, Youth and Family Services, Assistant Director**
**Paul Cibelli, Town Assessor**
**Patrick Collins, Assabet Valley High School Assistant Superintendent**
**Eric Denoncourt, Town Planner**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Kim Ivers, Children's Librarian**
**Michelle Jenkins, Assistant Town Clerk**
**Christine Johnson, Assistant Superintendant of Schools**
**Jean Kitchen, Town Administrator**
**Heidi Kriger, Town Accountant**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**

**Shirley Lundberg, Regional School Committee Member**
**Joseph C. Mauro, Jr., Fire Chief**
**Thomas Mead, Principal, Algonquin Regional High School**
**Jane T. Moran, Police Chief**
**Mary Jo Nawrocki, Assabet Valley High School Superintendent**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Paul Pisinski, Board of Health Agent**
**Philip S. Rinehart, Facilities Manager**
**Laurie Sugarman-Whittier, Youth and Family Services Director**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Dr. Louis Fazen, III – Presentation of the Dr. Timothy Stone Public Health Award – Carol A. Willoughby recipient**
- **Rhonda L. Russian - Conservation Commission– Tribute to Richard Upjohn**
- **William J. Boland - Board of Selectmen**
- **Claire Carberry Reynolds - Advisory Committee**
- **Dana E. Cunningham and Donald C. Morris – Zoning Advisory Committee**
- **Joseph C. Laning – Drafting Committee for Town Manager Legislation**
- **Leo F. Bartolini, Jr. – Drafting Committee for Town Manager Legislation**
- **Andrew S. Mills – Community Preservation Committee**

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1,2012 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a periodof less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2012 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To see if the town will vote to accept and approve the following text of a Special Act and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for the passage and enactment of the Special Act as accepted and approved as follows:

### An Act Establishing a Five-Member Board of Selectmen/Town Manager Form of Government for the Town of Southborough

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**Section 1: Board of Selectmen, Composition and Term**

(a) There shall be a Board of Selectmen consisting of five (5) members, elected for terms of three (3) years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.

**Section 2: Board of Selectmen, Powers and Duties**

(a) The executive powers of the Town shall be vested in the Board of Selectmen, which shall serve as the Chief Executive Authority of the Town, as recognized under the General Acts of the Commonwealth.

(b) Except as provided by this Act, the Board of Selectmen shall have the powers and duties given to boards of selectmen under the Massachusetts Constitution and General Laws, and shall have such additional powers and duties as may be authorized by this Act, by Town bylaws, or by vote of Town Meeting. The Board of Selectmen shall be authorized to enter into intergovernmental and other agreements on such terms it deems beneficial to the Town of Southborough, subject to the General Laws, this Act, special legislation, and the Town bylaws, or by vote of Town Meeting.

(c) The Board of Selectmen shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all Town departments serving under it and, in conjunction with other elected Town officials and multiple member bodies, to develop and promulgate policy guidelines designed to bring the operation of all Town agencies into harmony; provided, however, nothing in this section shall be construed to authorize any member of the Board of Selectmen, nor a majority of such members, to become involved in the day-to-day administration of any Town agency. It is the intention of this provision that the Board of Selectmen shall act only through the adoption of broad policy guidelines and long-term plans or programs, which are to be implemented by officials and employees serving under it.

(d) The Board of Selectmen shall communicate periodically with all Town agencies, departments, committees, and boards, including meeting with representatives of volunteer committees and boards, and shall consider the concerns and plans of all such agencies, departments, committees, and boards when formulating policy, plans, or services.

(e) The Board of Selectmen, as Chief Executive Officers of the Town, shall cause the Special Act, Bylaws, Orders, and Rules and Regulations of the Town to be complied with, and otherwise enforced, and shall cause a record of all its official acts to be kept.

(f) The Board of Selectmen shall appoint the Town Manager as provided by Section 3 of this Act, and by the affirmative vote of a majority of its full membership, the Board shall appoint the Board of Assessors, Town Counsel, Affordable Housing Trust Committee, Conservation Commission, Zoning Board of Appeals, Constables, Registrar of Voters, Commissioners of Trust Funds, and Special Legal Counsel.

(g) The Board of Selectmen may appoint such offices, boards, committees, and commissions, by a majority vote of the Board, as may be provided by the General Laws, intergovernmental agreements, or by vote at Town Meeting. In the event of a vacancy in any of said offices, boards, committees, and commissions, the Board of Selectmen shall act to fill said vacancy within ninety (90) days from notice by the affected board to the Board of Selectmen of any vacancy. The Board of Selectmen may appoint ad hoc committees, whose charge is specific and existence temporary, where not provided by General Laws, intergovernmental agreements, or by vote at Town Meeting.

(h) In the event of a vacancy in any elected office, board, committee, or commission, except the Board of Selectmen, the Board shall fill said vacancy pursuant to Section 11 of Chapter 41 of the General Laws. In the event of a vacancy on the Board of Selectmen, said vacancy shall be filled pursuant to Section 10 of Chapter 41 of the General Laws.

(i) Except as otherwise provided by General Laws, the Board of Selectmen shall be the licensing board of the Town and shall have the power to issue, amend, and revoke licenses, in accordance with the General Laws, to make all necessary rules and regulations regarding the issuance of such licenses and to attach such conditions and restrictions thereto as it deems to be in the public interest. The Town Manager shall see to the enforcement of the laws relating to all businesses for which the Board of Selectmen issues licenses.

(j) The Board of Selectmen shall be responsible for ensuring that timely financial audits are conducted as required by law. The audits shall be performed by a certified public accountant, or firm of such accountants, who have no personal interests, direct or indirect, in the fiscal affairs of the Town government or any of its officials.

(k) The Board of Selectmen shall have all other duties consistent with the Office of the Board of Selectmen, as may be provided by the General Laws, Special Acts of the General Court, or by Vote of the Town Meeting.

**Section 3: Town Manager Appointment, Term of Service, Qualifications, and Restrictions**

(a) The Board of Selectmen shall appoint a Town Manager by the affirmative vote of a majority of its full membership for a term not to exceed three (3) years, by a majority vote of the Board. To the extent permitted by law, the terms of the Town Manager's employment may be the subject of a written public agreement between the parties, pursuant to M.G.L.

c.41 §108N, as amended, or any successor Statute thereto. The Town Manager may be appointed for successive terms of office.

(b) The Town Manager shall be a person of demonstrated ability, with experience in public management or business administration, and who is qualified by reason of education, training, skills, and previous experience. The Board of Selectmen may, from time to time, establish additional qualifications for the position of Town Manager.

(c) Whenever there is a vacancy in the office of Town Manager, a screening committee shall be established for the purpose of soliciting, receiving, and evaluating applications for the position. The screening committee shall consist of five Town residents chosen by the Board of Selectmen. Members of the Board of Selectmen shall not be eligible to be on the screening committee. The Board of Selectmen shall provide the screening committee with a charge and a written statement of qualifications and duties of the position that have been approved by majority vote of the Board. The screening committee shall present candidates to the Board of Selectmen. The Board of Selectmen shall, within 45 days following the date of receipt of the list of nominees, choose one candidate from the list to fill the position of Town Manager or reject such nominees and direct that the Committee resume the search.

(d) The Town Manager shall devote full time to the office and shall not hold any other public office, elective or appointive, nor engage in any other business or occupation during his or her term, without the express written approval of the Board of Selectmen. The Board of Selectmen may appoint the Town Manager to any appointed office or position consistent with the responsibilities of the position. The Town Manager shall not have served on the Board of Selectmen of the Town of Southborough for at least twenty-four (24) months prior to his or her appointment.

**Section 4: Town Manager Powers and Duties**

(a) General:

(1) The Town Manager shall be the chief administrative officer of the Town and shall be responsible to the Board of Selectmen for the effective management of all Town affairs placed in the Town Manager's charge by this Act, the Board of Selectmen, or vote of Town Meeting. The Town Manager shall be responsible for the implementation of Town policies established by the Board of Selectmen. The functions and duties of the Town Manager shall include, but not be limited to, the functions and duties described in this Section.

(b) Appointment Authority and Personnel Responsibility:

(1) Except as provided by this Act, the Town Manager shall appoint and may remove all department heads, and shall approve the appointment and removal of all other employees. The Town Manager's appointments to such department head positions shall become effective on the thirtieth (30) day following the day that the notice of appointment or removal is filed with the Board of Selectmen, unless the Board of Selectmen shall, within that30-day period, by a majority vote of the current elected members, vote to reject said appointment or removal, or sooner, by a majority vote of the current elected members, vote to affirm said appointment or removal. Department heads shall, subject to the consent and approval of the Town Manager, appoint or remove assistant department heads, officers, subordinates, and employees, and officials for whom no other method of selection is provided in this Act. The Town Manager may transfer personnel between departments under his or her jurisdiction as needed.

(2) The terms of section 4(b)(1) shall not apply to the following positions, which shall be appointed as provided:

a. Department heads of elected Town boards and committees, as listed in Section 9(a), with the exception of the Board of Selectmen. Elected boards and committees shall appoint and may remove department heads for their respective departments and shall approve the appointment and removal of all other employees of their department. The elected board or committee shall consult with the Town Manager prior to department head appointment or removal and shall provide written notice of intent to appoint or remove to the Town Manager. The elected board's appointments to such department head positions shall become effective on the thirtieth (30) day following the day that the notice of appointment or removal is filed with the Town Manager, unless the Town Manager shall, within that 30-day period reject in writing said appointment or removal for noncompliance with personnel policies, practices, or procedures. Department heads shall, subject to the consent and approval of the elected board, appoint or remove assistant department heads, officers, subordinates, and employees; provided, however, that the department head shall consult with the Town Manager prior to making such appointments or removals. Elected Boards and Committees shall ensure that their management of employees is consistent with personnel policies, employment contracts, and practices in use in all Town departments.

b. Police Chief. Notwithstanding the provisions of Chapter 41, Section 97A of the General Laws, the Town Manager shall appoint, subject to approval by the Board of Selectmen, a police chief who shall have the authority to appoint police officers and other department personnel, subject to approval by the Town Manager. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Manager may recommend removal of thechief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Manager's recommendation for removal. The police chief shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Manager; provided, that such regulations shall become effective without such approval upon the failure of the Town Manager to take action thereon within thirty (30) days after they have been submitted to him or her by the police chief. The police chief shall be in immediate control of all Town property used by the department, and of the police officers, whom he or she shall assign to their respective duties and who shall obey his or her orders.

c. Fire Chief. Notwithstanding the provisions of Chapter 48, Section 42 of the General Laws, the Town Manager shall appoint, subject to approval by the Board of Selectmen, a fire chief who shall have the authority to appoint firefighters and other department personnel, subject to approval by the Town Manager. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Manager may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Manager's recommendation for removal. The fire chief shall have charge of extinguishing fires in the Town and the protection of life and property in case of fire, and any emergency medical services provided or supervised by the Department. He or she shall purchase, subject to the approval of the Town Manager, and keep in repair all property and apparatus used for and by the fire department. He or she shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in Towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he or she may think necessary, and may remove the same at any time for cause and after a hearing. He or she shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Manager from time to time as he or she may require, and shall annually report to the Town the condition of the department with his or her recommendations thereon; he or she shall fix the compensation of the permanent and call members of the fire department subject to the approval of the Town Manager. In the expenditure of money the chief shall be subject to such further limitations as the Town may from time to time prescribe.

d. Superintendent of Public Works. The Town Manager shall appoint a Superintendent of Public Works and may provide an employment contract, for a period of up to three years, to provide for the salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement of expenses incurred in the performance of duties or office, liability and disability insurance, and leave, for the Superintendent of Public Works. Such an employment contract shall prevail over and preempt any provision of any local personnel bylaw, Code section, rule or regulation covering the subject matter of the employment contract. Nothing contained in this section shall affect the appointment or removal powers of the Town Manager over the above-referenced department head, nor shall it grant tenure to such department head.

(3) The Town Manager shall appoint, subject to approval by the Board of Selectmen, the Council on Aging, Historical Commission, and Recreation Commission, and other such offices, boards, committees, and commissions as may be provided by vote of the Town or for which no other method of appointment is provided by this Act.

(4) With the assistance and guidance of the Personnel Board, as long as it shall exist in the Town, the Town Manager shall develop and administer a personnel system, including, but not limited to, determination of rates of pay, the development and implementation of an ongoing training program, evaluation processes, personnel and hiring policies, practices, and regulations for Town employees.

(c) Administrative Responsibilities:

(1) The Town Manager shall be responsible for the efficient administration of all offices and departments under the Town Manager's jurisdiction, and of all functions for which the Town Manager is given responsibility, authority, or control by this Act, bylaw, Town Meeting vote, or vote of the Board of Selectmen.

(2) The Town Manager shall coordinate the activities of all Town Agencies serving under the Town Manager and/or the Board of Selectmen with those under the control of other officers and multiple-member bodies elected directly by the voters as provided in Section 9a. For this purpose, the Town Manager shall have the authority to require the persons so elected, or their representatives, to meet with the Town Manager at reasonable times for the purpose of effecting coordination and cooperation among all agencies of the Town.

(3) The Town Manager may reorganize, consolidate, or establish any department or position under the Town Manager's direction or supervision, with the Board of Selectmen's approval. Any reorganization or consolidation proposal shall be made after consultation with the relevant department heads, boards, commissions, or committees. Whenever the Town Manager prepares a plan for reorganization, the Board of Selectmen shall hold one or more public hearings on the proposal. The Board of Selectmen shall give notice of the hearing, which notice shall describe the scope of the proposal and the time and place at which the hearing will be held, not less than seven (7) nor more than fourteen (14) days following publication of notice. The Board of Selectmen may not vote on the proposal until after the public hearing shall have been completed, after which the Board may vote to accept or reject, but not to amend, the proposed plan. With the approval of both the Board of Selectmen and Advisory Committee, the Town Manager may transfer all or part of any unexpended appropriation that may result from any reorganization or consolidation of department activities or functions, consistent with appropriate municipal finance procedures.

(4) The Town Manager shall have full jurisdiction over the rental and use of all Town facilities, except schools and the library. He or she shall be responsible for the maintenance and repair of all Town property, including the library and school buildings placed under his or her control by this Act or by bylaw; provided, however, that the approval of the library trustees or the school committee shall be obtained for all library and school maintenance and repair plans, respectively.

(5) Subject to policies established by the Board of Selectmen, the Town Manager shall approve all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant. Any three members of the Board of Selectmen shall approve all warrants in the absence of the Town Manager, when a temporary Town Manager is serving pursuant to Section 7a, or when a vacancy exists in the office of Town Manager.

(6) The Town Manager shall be responsible for working with Town officers and departments on Town grant applications and, in consultation with the office or department receiving the grant, overseeing adherence to conditions of grants received by the Town. The Town Manager shall keep the Board of Selectmen informed periodically of the status of all grants, grant applications submitted, and grant applications being planned for submission.

(7) The Town Manager shall negotiate collective bargaining contracts on behalf of the Board of Selectmen, which contracts shall be subject to approval, ratification, and execution by the Board of Selectmen. At its discretion, the Board of Selectmen may authorize or require use of additional counsel to assist the Town Manager in the negotiations.

(8) The Town Manager shall administer and enforce collective bargaining agreements, and personnel rules and regulations, except for those of the schools.

(9) The Town Manager shall, with the approval of the Board of Selectmen, have the authority to prosecute, defend, and compromise all litigation to which the Town is a party.

(10) The Town Manager may, with the approval of the Board of Selectmen, delegate rights, powers, and authority vested in him or her to subordinates when deemed necessary by the Town Manager; provided that such staff shall comply with all applicable laws, rules, and procedures established by the Town; and provided, further, that all actions performed under such delegation shall be deemed to be the actions of the Town Manager.

(d) Responsibilities to the Board of Selectmen

(1) The Town Manager shall attend all regular and special meetings of the Board of Selectmen, unless excused at his or her own request, and shall have a voice, but no vote, in all of its discussions. The Town Manager shall attend all sessions of Town Meeting and shall answer all questions directed to him or her by the voters of the Town which relate to his or her office.

(2) The Town Manager shall present periodic reports to the Board of Selectmen identifying priorities, concerns, and outcomes, etc. of the Town Manager's office and shall cause full and complete records of meetings of the Board of Selectmen to be taken and maintained.

(3) The Town Manager shall act as the liaison with, and represent the Board of Selectmen before, state, federal, and regional authorities.

(4) The Town Manager shall serve as the Town's liaison to all boards, commissions, and officers. Notwithstanding their statutory duties, such boards, commissions, and officers shall seek to ensure effective and ongoing collaboration and cooperation among all entities serving the Town and to assure regular communication and shared understanding of the Town's needs and priorities as determined by the Board of Selectmen.

(5) The Town Manager shall perform any other duties consistent with the office of the Town Manager as may be required by bylaw, vote of Town Meeting, or vote of the Board of Selectmen.

(e) Financial Management:

(1) The Town Manager shall prepare and submit at a public meeting to the Board of Selectmen and Advisory Committee, not later than January 30, a written proposed budget for Town government, including the school department, for the ensuing fiscal year. To assist the Town Manager in preparing the proposed annual budget of revenues and expenditures, all boards, officers, and committees of the Town, including the respective school committees, shall, within the time frame requested by the Town Manager, furnish all relevant information in their possession and submit to the Town Manager, in writing and in such form as the Town Manager shall establish, a detailed estimate of the appropriations required and available funds.

a. The proposed budget shall detail all estimated revenues from all sources, and all expenditures, including debt service, for the two previous years, the current year, and the ensuing year.

b. It shall include proposed expenditures for both current operations and capital during the ensuing year, together with estimated revenues and budgetary fund balance available at the close of the fiscal year, including estimated balances in special accounts.

(2) The Town Manager shall prepare, annually, a five-year financial forecast of revenue, expenditures, including capital expenditures, and the general financial condition of the Town. Said plan shall be submitted to said Board of Selectmen, the Advisory Committee, the Board of Assessors and the School Committee, and shall be made available to the public.

(3) The Town Manager shall establish control and data systems appropriate to monitoring expenditures by Town boards and departments in order to enable the Town Manager to make periodic reports to the Board of Selectmen and the Advisory Committee on the status of the Town's finances.

(4) The Town Manager shall act as the chief procurement officer under the provisions of Chapter 30B of the General Laws, and shall be responsible for the purchasing of all supplies, materials, equipment, and services for the Town, including the bidding and awarding of all contracts, except for supplies, materials, equipment, and services for the School Department and for library books and related printed, audio-visual, or digital material purchased by the library, unless specifically requested by the School Committee or the Library Trustees, respectively.

**Section 5: Town Manager Compensation and Evaluation**

(a) The Board of Selectmen shall set the compensation of the Town Manager.

(b) Based on the Town's adopted personnel policies, the Board of Selectmen shall be responsible for compiling performance information from residents, Town department heads and employees directly supervised by the Town Manager, and shall provide a written annual performance evaluation to the Town Manager. A copy of the written evaluation shall be kept on file by the Town Clerk and shall remain open for examination by the public.

**Section 6: Town Manager Suspension and Removal**

(a) The Board of Selectmen may suspend or remove the Town Manager from office after first instituting the following procedures:

1. By the affirmative vote of a majority of its full membership, the Board of Selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for the proposed removal. The preliminary resolution may suspend the Town Manager for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the Town Manager immediately following adoption and a copy shall be filed with the Town Clerk.
2. Within five (5) days after the delivery of the preliminary resolution of removal, the Town Manager may request a public hearing on the reasons cited for removal by filing a written request with the Board of Selectmen. The Town Manager may be represented at the hearing by his or her own counsel. The Town Manager shall be entitled to present evidence, call witnesses, and, personally or through counsel, question any witness appearing at the hearing.
3. The Board shall convene said hearing not less than twenty (20) but not more than thirty(30) days after a request is filed. The Board of Selectmen shall give the Town Manager not less than five (5) days written notice of the date, time, and location of said hearing. The Town Manager may waive, in writing, such time limits.
4. The Town Manager may file a written statement with the Board of Selectmen responding to the reasons cited for the proposed removal. The Board of Selectmen shall receive said statement not less than forty-eight (48) hours prior to the time set for said hearing.

(b) The Board of Selectmen may, by the affirmative vote of a majority of its full membership, adopt a final resolution of removal that shall be effective upon adoption, as follows:

1. If the Town Manager does not request a public hearing, then upon the expiration of ten (10) days from the date of delivery to him or her of the preliminary resolution of removal, the Board may act as stated above.
2. If the Town Manager does request a public hearing, then five (5) days from the completion of the public hearing, or forty-five (45) days from the date of the adoption of the preliminary resolution, whichever occurs later, the Board of Selectmen may act as stated above. Failure to adopt a final resolution of removal within the time limitations provided in this section shall nullify the preliminary resolution of removal.

(c) This section vests all authority and fixes all responsibility for such suspension or removal in the Board of Selectmen. The action of the Board of Selectmen in removing the Town Manager shall be final. The Town Manager shall continue to receive his or her salary until a final resolution of removal has become effective, unless otherwise provided General Laws.

**Section 7: Town Manager Temporary Absence or Vacancy**

(a) During a temporary absence, the Town Manager shall, byletter duly filed with the Town Clerk and with the Board of Selectmen, designate a qualified Town official or employee to exercise the powers and perform the duties of Town Manager. During a temporary absence, the Board of Selectmen may not revoke such designation until at least ten (10) working days have elapsed, whereupon the Board of Selectmen may appoint another qualified Town official or employee to serve until the Town Manager shall return. The powers of an acting Town Manager appointed under this subsection shall be limited to urgent matters and shall include temporary or emergency appointments or employment.

(b) Any vacancy in the office of Town Manager must be filled by the Board of Selectmen as soon as feasible following the procedures described in Section 3. Pending such appointment, the Board of Selectmen shall appoint a qualified individual to perform the duties of the office on an interim basis. Such interim appointment may not exceed six (6) months, but one renewal may be voted by the Board ofSelectmen not to exceed an additional three (3) months. The Board of Selectmen shall set the compensation for such person.

**Section 8: Advisory Committee**

(a) The composition, terms, and procedures of the Advisory Committee shall be as provided by the general bylaws of the Town.

(b) The purpose of the Advisory Committee shall be: (1) to advise Town Meeting on all articles submitted through the Town Warrant, including the annual operating and capital budgets prepared by the Town Manager under the policy guidance of the Board of Selectmen, (2) to analyze and approve requests for transfers from the reserve fund during the course of the year, and (3) to perform other advisory duties as provided by State Statute, Town bylaws or by vote of Town Meeting.

(c) In conjunction with its specified duties, the Advisory Committee shall have the authority to examine the books and accounts of any department of the Town by submitting a written request to the Town Manager, and the books and accounts of all departments of the Town shall be open to review of the Committee in such form as the Town Manager shall determine.

**Section 9: General Provisions**

(a) In accordance with any applicable laws, bylaws, or votes of the Town, the following offices, positions, boards, and committees shall be elected under this Act.

1. Board of Selectmen – Five members for terms of three years.
2. Town Moderator – One person for a term of one year.
3. Southborough School Committee – Five members for terms of three years.
4. Northborough/Southborough Regional School District Committee – As provided by the School District Agreement.
5. Assabet Valley Regional Vocational School District Committee – As provided by the School District Agreement.
6. Board of Library Trustees - Six members for terms of three years.
7. Board of Health – Three members for terms of three years.
8. Planning Board – Five members for terms of five years.
9. Southborough Housing Authority – Four members for terms of five years, plus one member appointed by the state for a term of five years.

(b) Notwithstanding the obligation of elected boards to submit budgets and capital requests to the Town Manager, the printed warrant for consideration by Town Meeting shall include such sums as are actually requested by each elected board, in addition to the aforesaid recommendations from the Town Manager and Advisory Committee regarding each requested amount.

(c) All appointments and promotions of Town officers and employees shall be made on the basis of merit and suitable qualification demonstrated by examination or other evidence of competence and suitability including, but not limited to, past performance or seniority.

(d) The provisions of this Act are severable. If any provision of this Act is held to be invalid, the other provisions shall remain in full force and effect and shall not be affected thereby. If the application of this Act or any of its provisions to any person or circumstances is held to be invalid, the application of this Act and its provisions to other persons and circumstances shall not be affected thereby. To the extent that any specific provision of the Act shall conflict with any provision expressed in general terms, the specific provision shall prevail.

(e) All references to "Selectmen" or "Board of Selectmen" herein shall be considered gender neutral. The terms "Selectboard" or "Selectperson" may be used interchangeably with "Board of Selectmen" and "Selectman" respectively.

(f) All bylaws, resolutions, rules, regulations, and votes of the Town Meeting which are in force at the time this Act is adopted, not inconsistent with the provisions of this Act, shall continue in full force until amended or repealed. Where provisions of this Act conflict with provisions of Town bylaws, rules, regulations, orders, and special acts and acceptances of laws of the Commonwealth, the Act's provisions shall govern. All provisions of Town bylaws, rules, regulations, orders and special acts not superseded by this Act shall remain in force.

(g) All records, property, and equipment whatsoever of any office, board, commission, committee or agency or part thereof, the powers and duties of which are assigned in whole or in part to another Town office, board, commission or agency shall be transferred forthwith to such office, board, commission or agency.

(h) Except as provided by this Act, any person holding a Town office or employment under the Town shall retain such office or employment, as near to his or her prior position as possible, and shall continue to perform their duties until provisions shall have been made in accordance with this Act, for the performance of said duties by another person or agency. No person in the permanent full-time service or employment of the Town shall forfeit pay grade for time in service.

**Section 10: Transition Provisions**

(a) At the annual election following the ratification of this Act, two (2) additional Selectmen shall be elected, such that one office shall appear on the ballot as serving a term that shall expire three years from the date of election, and one office shall appear on the on the ballot as serving a term that shall expire two years from the date of election. Thereafter, as the terms of the Selectmen expire, successors shall be elected for terms of three (3) years.

(b) Elected members of the Board of Assessors and Commissioners of Trust Funds, who hereafter under this Act shall be appointed, shall serve the balance of the terms for which they were elected; thereafter, their successors shall be appointed in accordance with the Section 4F of this Act.

(c) The incumbent Town Clerk elected at the annual Town election on May 9, 2011 shall complete the term to which elected and shall thereafter hold the position of appointed Town Clerk. Upon the vacating of office by said incumbent Clerk by resignation, retirement, or other cause, such office will be subject to appointment as provided by Section 4B of this Act.

(d) The Personnel Board of five members shall serve until two years following the appointment of the Town Manager. At such time, the remaining members shall serve in an advisory capacity to the Town Manager, and shall meet as the Town Manager shall determine. Upon the expiration of the terms of all remaining members, the Personnel Board shall cease to exist and all powers and duties as assigned by law or regulation to the Board shall be assumed by the Town Manager; provided, however, that the Town Manager may, with the approval of the Board of Selectmen, maintain the Personnel Board in an advisory capacity and may continue to appoint members to said Board.

(e) Sections 13A, 13D, and 14 of Chapter 9 of Article III of the Southborough Code are hereby repealed.

(f) Not later than one hundred and twenty (120) days after the appointment of a Town Manager under this Act, the Board of Selectmen shall appoint five (5) persons to be a committee to begin a review of the Town bylaws for the purpose of preparing revisions and amendments as may be needed or necessary to bring them into conformity with this Act. The committee shall submit a report, with recommendations, to the Annual Town Meeting in the year following the year in which this Act takes effect. The review shall be conducted under the supervision of the town counsel or by special counsel appointed for that express purpose.

(g) Upon the effective date of this Act, subject to the General Laws, the following multiple-member bodies shall be eliminated and any remaining duties shall be transferred to other multiple-member bodies as determined by the Board of Selectmen to be appropriate:

1. Industrial Development Commission
2. Industrial Development Financing Authority

(h) The secretary of state shall cause the following question to be placed on the official ballot to be used in the Town of Southborough at the biennial state election to be held on November 6, 2012: "Shall an act passed by the General Court in the year 2012, entitled 'An Act Establishing a Five-Member Board of Selectmen/Town Manager Form of Government for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the question is in the affirmative, this Act shall take effect in the Town of Southborough, but not otherwise.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition, or do or act anything in relation thereto.

**Proposed by: DRAFTING COMMITTEE FOR TOWN MANAGER LEGISLATION**
**Board of Selectmen Recommendation: At Town Meeting – voted to support**
**Advisory Committee Recommendation: At Town Meeting – voted to support**

**MOTION TO ACCEPT THE GREEN HANDOUT VERSION AS THE ORIGINAL MAIN MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the subject matter of the warrant article further subject to the changes contained in the green handout version before you tonight, which is the original main motion.

## An Act Establishing a Five-Member Board of Selectmen/Town Manager Form of Government for the Town of Southborough

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### Section 1: Board of Selectmen, Composition and Term

(a) There shall be a Board of Selectmen consisting of five (5) members, elected for terms of three (3) years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.

### Section 2: Board of Selectmen, Powers and Duties

(a) The executive powers of the Town shall be vested in the Board of Selectmen, which shall serve as the Chief Executive Authority of the Town, as recognized under the General Acts of the Commonwealth.

(b) Except as provided by this Act, the Board of Selectmen shall have the powers and duties given to boards of selectmen under the Massachusetts Constitution and General Laws, and shall have such additional powers and duties as may be authorized by this Act, by Town bylaws, or by vote of Town Meeting. The Board of Selectmen shall be authorized to enter into intergovernmental and other agreements on such terms it deems beneficial to the Town of Southborough, subject to the General Laws, this Act, special legislation, and the Town bylaws, or by vote of Town Meeting.

(c) The Board of Selectmen shall be responsible for the formulation and promulgation of policy directives and guidelines to be followed by all Town departments serving under it and, in conjunction with other elected Town officials and multiple member bodies, to develop and promulgate policy guidelines designed to bring the operation of all Town agencies into harmony; provided, however, nothing in this section shall be construed to authorize any member of the Board of Selectmen, nor a majority of such members, to become involved in the day-to-day administration of any Town agency. It is the intention of this provision that the Board of Selectmen shall act only through the adoption of broad policy guidelines and long-term plans or programs, which are to be implemented by officials and employees serving under it.

(d) The Board of Selectmen shall communicate periodically with all Town agencies, departments, committees, and boards, including meeting with representatives of volunteer committees and boards, and shall consider the concerns and plans of all such agencies, departments, committees, and boards when formulating policy, plans, or services.

(e) The Board of Selectmen, as Chief Executive Officers of the Town, shall cause the Special Act, bylaws, Orders, and Rules and Regulations of the Town to be complied with, and otherwise enforced, and shall cause a record of all its official acts to be kept.

(f) The Board of Selectmen shall appoint the Town Manager as provided by Section 3 of this Act, and by the affirmative vote of a majority of its full membership, the Board shall appoint the Board of Assessors, Town Counsel, Affordable Housing Trust Committee, Conservation Commission, Zoning Board of Appeals, Constables, Registrar of Voters, Commissioners of Trust Funds, and Special Legal Counsel.

(g) The Board of Selectmen may appoint such offices, boards, committees, and commissions, by a majority vote of the Board, as may be provided by the General Laws, intergovernmental agreements, or by vote at Town Meeting. In the event of a vacancy in any of said offices, boards, committees, and commissions, the Board of Selectmen shall act to fill said vacancy within ninety (90) days from notice by the affected board to the Board of Selectmen of any vacancy. The Board of Selectmen may appoint ad hoc committees, whose charge is specific and existence temporary, where not provided by General Laws, intergovernmental agreements,or by vote at Town Meeting.

(h) In the event of a vacancy in any elected office, board, committee, or commission, except the Board of Selectmen, the Board shall fill said vacancy pursuant to Section 11 of Chapter 41 of the General Laws. In the event of avacancy on the Board of Selectmen, said vacancy shall be filled pursuant to Section 10 of Chapter 41 of the General Laws.

(i) Except as otherwise provided by General Laws, the Board of Selectmen shall be the licensing board of the Town and shall have the power to issue, amend, and revoke licenses, in accordance with the General Laws, to make all necessary rules and regulations regarding the issuance of such licenses and to attach such conditions and restrictions thereto as it deems to be in the public interest. The Town Manager shall see to the enforcement of the laws relating to all businesses for which the Board of Selectmen issues licenses.

(j) The Board of Selectmen shall be responsible for ensuring that timely financial audits are conducted as required by law The audits shall be performed by a certified public accountant, or firm of such accountants, who have no personal interests, direct or indirect, in the fiscal affairs of the Town government or any of its officials.

(k) The Board of Selectmen shall have all other duties consistent with the Office of the Board of Selectmen, as may be provided by the General Laws, Special Acts of the General Court, or by Vote of the Town Meeting.

**Section 3: Town Manager Appointment, Term of Service, Qualifications, and Restrictions**

(a) The Board of Selectmen shall appoint a Town Manager by the affirmative vote of a majority of its full membership for a term not to exceed three (3) years, by a majority vote of the Board. To the extent permitted by law, the terms of the Town Manager's employment may be the subject of a written public agreement between the parties, pursuant to M.G.L. c.41 §108N, as amended, or any successor Statute thereto. The Town Manager may be appointed for successive terms of office.

(b) The Town Manager shall be a person of demonstrated ability, with experience in public management or business administration, and who is qualified by reason of education, training, skills, and previous experience. The Board of Selectmen may, from time to time, establish additional qualifications for the position of Town Manager.

(c) Whenever there is a vacancy in the office of Town Manager, a screening committee shall be established for the purpose of soliciting, receiving, and evaluating applications for the position. The screening committee shall consist of five Town residents chosen by the Board of Selectmen. Members of the Board of Selectmen shall not be eligible to be on the screening committee. The Board of Selectmen shall provide the screening committee with a charge and a written statement of qualifications and duties of the position that have been approved by majority vote of the Board. The screening committee shall present candidates to the Board of Selectmen. The Board of Selectmen shall, within 45 days following the date of receipt of the list of nominees, choose one candidate from the list to fill the position of Town Manager or reject such nominees and direct that the Committee resume the search.

(d) The Town Manager shall devote full time to the office and shall not holdany other public office, elective or appointive, nor engage in any other business or occupation during his or her term, without the express written approval of the Board of Selectmen. The Board of Selectmen may appoint the Town Manager to any appointed office or position consistent with the responsibilities of the position. The Town Manager shall not have served on the Board of Selectmen of the Town of Southborough for at least thirty six (36) months prior to his or her appointment.

**Section 4: Town Manager Powers and Duties**

(a) General:

(1) The Town Manager shall be the chief administrative officer of the Town and shall be responsible to the Board of Selectmen for the effective management of all Town affairs placed in the Town Manager's charge by this Act, the Board of Selectmen, or vote of Town Meeting. The Town Manager shall be responsible for the implementation of Town policies established by the Board of Selectmen. The functions and duties of the Town Manager shall include, but not be limited to, the functions and duties described in this Section.

(b) Appointment Authority and Personnel Responsibility:

(1) Except as provided by this Act, the Town Manager shall appoint and may remove all department heads, and shall approve the appointment and removal ofall other employees. The Town Manager's appointments to such department head positions shall become effective on the thirtieth (30) day following the day that the notice of appointment or removal is filed with the Board of Selectmen, unless the Board ofSelectmen shall, within that 30-day period, by a majority vote of the current elected members, vote to reject said appointment or removal, or sooner, by a majority vote of the current elected members, vote to affirm said appointment or removal. Departmentheads shall, subject to the consent and approval of the Town Manager, appoint or remove assistant department heads, officers, subordinates, and employees, and officials for whom no other method of selection is provided in this Act. The Town Manager may transfer personnel between departments under his or her jurisdiction as needed.

(2) The terms of section 4(b)(1) shall not apply to the following positions, which shall be appointed as provided:

a. Department heads of elected Town boards and committees, as listed in Section 9(a), with the exception of the Board of Selectmen. Elected boards and committees shall appoint and may remove department heads for their respective departments and shall approve the appointment and removal of all other employees of their department. The elected board or committee shall consult with the Town Manager prior to department head appointment or removal and shall provide written notice of intent to appoint or remove to the Town Manager. The elected board's appointments to such department head positions shall become effective on the thirtieth (30) day following the day that the notice of appointment or removal is filed with the Town Manager, unless the Town Manager shall, within that 30-day period reject in writing said appointment or removal for noncompliance with personnel policies, practices, or procedures. Department heads shall, subject to the consent and approval of the elected board, appoint or remove assistant department heads, officers, subordinates, and employees; provided, however, that the department head shall consult with the Town Manager prior to making such appointments or removals. Elected Boards and Committees shall ensure that their management of employees is consistent with personnel policies, employment contracts, and practices in use in all Town departments.

b. Police Chief. Notwithstanding the provisions of Chapter 41, Section 97A of the General Laws, the Town Manager shall appoint, subject to approval by the Board of Selectmen, a police chief who shall have the authority to appoint police officers and other department personnel, subject to approval by the Town Manager. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Manager may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Manager's recommendation for removal. The police chief shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Manager; provided, that such regulations shall become effective without such approval upon the failure of the Town Manager to take action thereon within thirty (30) days after they have been submitted to him or her by the police chief. The police chief shall be in immediate control of all Town property used by the department, and of the police officers, whom he or she shall assign to their respective duties and who shall obey his or her orders.

c. Fire Chief. Notwithstanding the provisions of Chapter 48, Section 42 of the General Laws, the Town Manager shall appoint, subject to approval by the Board of Selectmen, a fire chief who shall have the authority to appoint firefighters and other department personnel, subject to approval by the Town Manager. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Manager may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Manager's recommendation for removal. The fire chief shall have charge of extinguishing fires in the Town and the protection of life and property in case of fire, and any emergency medical services provided or supervised by the Department. He or she shall purchase, subject to the approval of the Town Manager, and keep in repair all property and apparatus used for and by the fire department. He or she shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in Towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he or she may think necessary, and may remove the same at any time for cause and after a hearing. He or she shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Manager from time to time as he or she may require, and shall annually report to the Town the condition of the department with his or her recommendations thereon; he or she shall fix the compensation of the permanent and call members of the fire department subject to the approval of the Town Manager. In the expenditure of money the chief shall be subject to such further limitations as the Town may from time to time prescribe.

d. Superintendent of Public Works. The Town Manager shall appoint a Superintendent of Public Works and may provide an employment contract, for a period of up to three years, to provide for the salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement of expenses incurred in the performance of duties or office, liability and disability insurance, and leave, for the Superintendent of Public Works. Such an employment contract shall prevail over and preempt any provision of any local personnel bylaw, Code section, rule or regulation covering the subject matter of the employment contract. Nothing contained in this section shall affect the appointment or removal powers of the Town Manager over the above-referenced department head, nor shall it grant tenure to such department head.

(3) The Town Manager shall appoint, subject to approval by the Board of Selectmen, the Council on Aging, Historical Commission, and Recreation Commission, and other such offices, boards, committees, and commissions as may be provided by vote of the Town or for which no other method of appointment is provided by this Act.

(4) With the assistance and guidance of the Personnel Board, as long as it shall exist in the Town, the Town Manager shall develop and administer a personnel system, including, but not limited to, determination of rates of pay, the development and implementation of an ongoing training program, evaluation processes, personnel and hiring policies, practices, and regulations for Town employees.

(c) Administrative Responsibilities:

(1) The Town Manager shall be responsible for the efficient administration of all offices and departments under the Town Manager's jurisdiction, and of all functions for which the Town Manager is given responsibility, authority, or control by this Act, bylaw, Town Meeting vote, or vote of the Board of Selectmen. For purposes of this section, departments with elected boards are not "departments under the Town Manager's jurisdiction."

(2) The Town Manager shall coordinate the activities of all Town Agencies serving under the Town Manager and/or the Board of Selectmen with those under the control of other officers and multiple-member bodies elected directly by the voters as provided in Section 9a. For this purpose, the Town Manager shall have the authority to schedule meetings at reasonable times for the purpose of effecting coordination and cooperation among all agencies of the Town.

(3) The Town Manager may reorganize, consolidate, or establish any department or position under the Town Manager's direction or supervision, with the Board of Selectmen's approval. Any reorganization or consolidation proposal shall be made after consultation with the relevant department heads, boards, commissions, or committees. Whenever the Town Manager prepares a plan for reorganization, the Board of Selectmen shall hold one or more public hearings on the proposal. The Board of Selectmen shall give notice of the hearing, which notice shall describe the scope of the proposal and the time and place at which the hearing will be held, not less than seven (7) nor more than fourteen (14) days following publication of notice. The Board of Selectmen may not vote on the proposal until after the public hearing shall have been completed, after which the Board may vote to accept or reject, but not to amend, the proposed plan. With the approval of both the Board of Selectmen and Advisory Committee, the Town Manager may transfer all or part of any unexpended appropriation that may result from any reorganization or consolidation of department activities or functions, consistent with appropriate municipal finance procedures. For purposes of this section, departments with elected boards are not "departments under the Town Manager's direction or supervision."

(4) The Town Manager shall have full jurisdiction over the rental and use of all Town facilities, except schools and the library. He or she shall be responsible for the maintenance and repair of all Town property, including the library and school buildings placed under his or her control by this Act or by bylaw; provided, however, that the approval of the library trustees or the school committee shall be obtained for all library and school maintenance and repair plans, respectively.

(5) Subject to policies established by the Board of Selectmen, the Town Manager shall approve all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant. A majority of the Board of Selectmen shall approve all warrants in the absence of the Town Manager, when a temporary Town Manager is serving pursuant to Section 7a, or when a vacancy exists in the office of Town Manager.

(6) The Town Manager shall be responsible for working with Town officers and departments on Town grant applications and, in consultation with the office or department receiving the grant, overseeing adherence to conditions of grants received by the Town. The Town Manager shall keep the Board of Selectmen informed periodically of the status of all grants, grant applications submitted, and grant applications being planned for submission.

(7) The Town Manager shall negotiate collective bargaining contracts on behalf of the Board of Selectmen, which contracts shall be subject to approval, ratification, and execution by the Board of Selectmen. At its discretion, the Board of Selectmen may authorize or require use of additional counsel to assist the Town Manager in the negotiations.

(8) The Town Manager shall administer and enforce collective bargaining agreements, and personnel rules and regulations, except for those of the schools.

(9) The Town Manager shall, with the approval of the Board of Selectmen, have the authority to prosecute, defend, and compromise all litigation to which the Town is a party.

(10) The Town Manager may, with the approval of the Board of Selectmen, delegate rights, powers, and authority vested in him or her to subordinates when deemed necessary by the Town Manager; provided that such staff shall comply with all applicable laws, rules, and procedures established by the Town; and provided, further, that all actions performed under such delegation shall be deemed to be the actions of the Town Manager.

(d) Responsibilities to the Board of Selectmen

(1) The Town Manager shall attend all regular and special meetings of the Board of Selectmen, unless excused at his or her own request, and shall have a voice, but no vote, in all of its discussions. The Town Manager shall attend all sessions of Town Meeting and shall answer all questions directed to him or her by the voters of the Town which relate to his or her office.

(2) The Town Manager shall present periodic reports to the Board of Selectmen identifying priorities, concerns, and outcomes, etc. of the Town Manager's office and shall cause full and complete records of meetings of the Board of Selectmen to be taken and maintained.

(3) The Town Manager shall act as the liaison with, and represent the Board of Selectmen before, state, federal, and regional authorities.

(4) The Town Manager shall serve as the Town's liaison to all boards, commissions, and officers. Notwithstanding their statutory duties, such boards, commissions, and officers shall seek to ensure effective and ongoing collaboration and cooperation among all entities serving the Town and to assure regular communication and shared understanding of the Town's needs and priorities as determined by the Board of Selectmen.

(5) The Town Manager shall perform any other duties consistent with the office of the Town Manager as may be required by bylaw, vote of Town Meeting, or vote of the Board of Selectmen.

(e) Financial Management:

(1) The Town Manager shall prepare and submit at a public meeting to the Board of Selectmen and Advisory Committee, not later than January 30, a written proposed budget for Town government, including the school department, for the ensuing fiscal year. All proposed budgets shall be posted online. To assist the Town Manager in preparing the proposed annual budget of revenues and expenditures, all boards, officers, and committees of the Town, including the respective school committees, shall, within the time frame requested by the Town Manager, furnish all relevant information in their possession and submit to the Town Manager, in writing and in such form as the Town Manager shall establish, a detailed estimate of the appropriations required and available funds.

a. The proposed budget shall detail all estimated revenues from all sources, and all expenditures for each budget, including debt service, for the two previous years, the current year, and the ensuing year.

b. It shall include proposed expenditures for each budget for both operations and capital during the ensuing year, together with estimated revenues and certified budgetary fund balances available at the close of the prior fiscal year, including estimated balances in special accounts.

(2) The Town Manager shall prepare, annually, a five-year financial forecast of revenue, expenditures, including capital expenditures, and the general financial condition of the Town. Said plan shall be submitted to said Board of Selectmen, the Advisory Committee, the board of Assessors and the School Committee, and shall be made available to the public.

(3) The Town Manager shall establish control and data systems appropriate to monitoring expenditures by Town boards and departments in order to enable the Town Manager to make periodic reports to the Board of Selectmen and the Advisory Committee on the status of the Town's finances.

(4) The Town Manager shall act as the chief procurement officer under the provisions of Chapter 30B of the General Laws, and shall be responsible for the purchasing of all supplies, materials, equipment, and services for the Town, including the bidding and awarding of all contracts, except for supplies, materials, equipment, and services for the School Department and for library books and related printed, audio-visual, or digital material purchased by the library, unless specifically requested by the School Committee or the Library Trustees, respectively.

**Section 5: Town Manager Compensation and Evaluation**

(a) The Board of Selectmen shall set the compensation of the Town Manager.

(b) Based on the Town's adopted personnel policies, the Board of Selectmen shall be responsible for compiling performance information from residents, Town department heads and employees directly supervised by the Town Manager, and shall provide a written annual performance evaluation to theTown Manager. A copy of the written evaluation shall be kept on file by the Town Clerk and shall remain open for examination by the public.

**Section 6: Town Manager Suspension and Removal**

(a) The Board of Selectmen may suspend or remove the Town Manager from office after first instituting the following procedures:

1. By the affirmative vote of a majority of its full membership, the Board of Selectmen may adopt a preliminary resolution of removal setting forth in reasonable detail the reason or reasons for theproposed removal. The preliminary resolution may suspend the Town Manager for a period not to exceed forty-five (45) days. A copy of the resolution shall be delivered to the Town Manager immediately following adoption and a copy shall be filed with the Town Clerk.
2. Within five (5) days after the delivery of the preliminary resolution of removal, the Town Manager may request a public hearing on the reasons cited for removal by filing a written request with the Board of Selectmen. The Town Manager may be represented at the hearing by his or her own counsel. The Town Manager shall be entitled to present evidence, call witnesses, and, personally or through counsel, question any witness appearing at the hearing.
3. The Board shall convene said hearing not less than twenty (20) but not more than thirty (30) days after a request is filed. The Board of Selectmen shall give the Town Manager not less than five (5) days written notice of the date, time, and location of said hearing. The Town Manager may waive, in writing such time limits.
4. The Town Manager may file a written statement with the Board of Selectmen responding to the reasons cited for the proposed removal. The Board of Selectmen shall receive said statement not less than forty-eight (48) hours prior to the time set for said hearing.

(b) The Board of Selectmen may, by the affirmative vote of a majority of its full membership, adopt a final resolution of removal that shall be effective upon adoption, as follows:

1. If the Town Manager does not request a public hearing, then upon the expiration of ten (10) days from the date of delivery to him or her of the preliminary resolution of removal, the Board may act as stated above.
2. If the Town Manager does request a public hearing, then five (5) days from the completion ofthe public hearing, or forty-five (45) days from the date of the adoption of the preliminary resolution, whichever occurs later, the Board of Selectmen may act as stated above. Failure to adopt a final resolution of removal within the time limitations provided in this section shall nullify the preliminary resolution of removal.

(c) This section vests all authority and fixes all responsibility for such suspension or removal in the Board of Selectmen. The action of the Board of Selectmen in removing the TownManager shall be final. The Town Manager shall continue to receive his or her salary until a final resolution of removal has become effective, unless otherwise provided General Laws.

**Section 7: Town Manager Temporary Absence or Vacancy**

(a) During a temporary absence, the Town Manager shall, by letter duly filed with the Town Clerk and with the Board of Selectmen, designate a qualified Town official or employee to exercise the powers and perform the duties of Town Manager. During a temporary absence, the Board of Selectmen may not revoke such designation until at least ten (10) working days have elapsed, whereupon the Board of Selectmen may appoint another qualified Town official or employee to serve until the Town Manager shall return. The powers of an acting Town Manager appointed under this subsection shall be limited to urgent matters and shall include temporary or emergency appointments or employment.

(b) Any vacancy in the office of Town Manager must be filled by the Board of Selectmen as soon as feasible following the procedures described in Section 3. Pending such appointment, the Board of Selectmen shall appoint a qualified individual to perform the duties of the office on an interim basis. Such interim appointment may not exceed six (6) months, but one renewal may be voted by the Board of Selectmen not to exceed an additional three (3) months. The Board of Selectmen shall set the compensation for such person.

**Section 8: Advisory Committee**

(a) The composition, terms, and procedures of the Advisory Committee shall be as provided by the general bylaws of the Town.

(b) The purpose of the Advisory Committee shall be: (1) to advise Town Meeting, in print or otherwise, on all articles submitted through the Town Warrant, including the annual operating and capitalbudgets contained therein (2) to analyze and act on requests for transfers from the reserve fund during the course of the year, and (3) to perform other advisory duties as provided by State Statute, Town bylaws or by vote of Town Meeting.

(c) The Advisory Committee shall have the authority to examine the books and accounts of any department of the Town by first submitting a written request to the Town Manager, but such obligation to first request of the Town Manager shall not limit its full access to all books, accounts and public information of all departments.

**Section 9: General Provisions**

(a) In accordance with any applicable laws, bylaws, or votes of the Town, the following offices, positions, boards, and committees shall be elected under this Act.

1. Board of Selectmen – Five members for terms of three years.
2. Town Moderator – One person for a term of one year.
3. Southborough School Committee– Five members for terms of three years.
4. Northborough/Southborough Regional School District Committee– As provided by the School District Agreement.
5. Assabet Valley Regional Vocational School District Committee– As provided by the School District Agreement.
6. Board of Library Trustees - Six members for terms of three years.
7. Board of Health – Three members for terms of three years.
8. Planning Board – Five members for terms of five years.
9. Southborough Housing Authority– Four members for terms of five years, plus one member appointed by the state for a term of five years.

(b) Notwithstanding the obligation of elected boards to submitbudgets and capital requests to the Town Manager, the printed warrant for consideration by Town Meeting shall include such sums as are actually requested by each elected board, in addition to the aforesaid recommendations from the Town Manager and AdvisoryCommittee regarding each requested amount.

(c) All appointments and promotions of Town officers and employees shall be made on the basis of merit and suitable qualification demonstrated by examination or other evidence of competence and suitability including, but not limited to, past performance or seniority.

(d) The provisions of this Act are severable. If any provision of this Act is held to be invalid, the other provisions shall remain in full force and effect and shall not be affected thereby. If the application of this Act or any of its provisions to any person or circumstances is held to be invalid, the application of this Act and its provisions to other persons and circumstances shall not be affected thereby. To the extent that any specific provision ofthe Act shall conflict with any provision expressed in general terms, the specific provision shall prevail.

(e) All references to "Selectmen" or "Board of Selectmen" herein shall be considered gender neutral. The terms "Selectboard" or "Selectperson" may be used interchangeably with "Board of Selectmen" and "Selectman" respectively.

(f) All bylaws, resolutions, rules, regulations, and votes of the Town Meeting which are in force at the time this Act is adopted, not inconsistent with the provisions of this Act, shall continue in full force until amended or repealed. Where provisions of this Act conflict with provisions of Town bylaws, rules, regulations, orders, and special acts and acceptances of laws of the Commonwealth, the Act's provisions shall govern. Allprovisions of Town bylaws, rules, regulations, orders and special acts not superseded by this Act shall remain in force.

(g) All records, property, and equipment whatsoever of any office, board, commission, committee or agency, or part thereof, the powers and duties of which are assigned in whole or in part to another Town office, board, commission or agency shall be transferred forthwith to such office, board, commission or agency.

(h) Except as provided by this Act, any person holding a Town office or employment under the Town shall retain such office or employment, as near to his or her prior position as possible, and shall continue to perform their duties until provisions shall have been made in accordance with this Act, for the performance of said duties byanother person or agency. No person in the permanent full-time service or employment of the Town shall forfeit pay grade for time in service.

**Section 10: Transition Provisions**

(a) At the annual election following the ratification of this Act, two (2) additional Selectmen shall be elected, such that one office shall appear on the ballot as serving a term that shall expire three years from the date of election, and one office shall appear on the on the ballot as serving a term that shall expire two years fromthe date of election. Thereafter, as the terms of the Selectmen expire, successors shall be elected for terms of three (3) years.

(b) Elected members of the Board of Assessors and Commissioners of Trust Funds, who hereafter under this Act shall be appointed, shall serve the balance of the terms for which they were elected; thereafter, their successors shall be appointed in accordance with the Section 4F of this Act.

(c) The incumbent Town Clerk, at the time of acceptance and approval of this Act at the Annual Town Meeting of April 9, 2012, shall become and hold the position of appointed Town Clerk with the passage of this Act at a subsequent town election, provided that he remains the elected and incumbent Town Clerk at the time of passage of this Act. Thereafter, such office shall be considered a department head and will be subject to the terms of Section 4 (b) (1) of this Act.

(d) The Personnel Board of five members shall serve until two years following the appointment of the Town Manager. At such time, the remaining members shall serve in an advisory capacity to the Town Manager, and shall meet as the Town Manager shall determine. Upon the expiration of the terms of all remaining members, the Personnel Board shall cease to exist and all powers and duties as assigned by law or regulation to the Board shall be assumed by the Town Manager; provided, however, that the Town Manager may, with the approval of the Board of Selectmen, maintain the Personnel Board in an advisory capacity and may continue to appointmembers to said Board.

(e) Sections 13A, 13D, and 14 of Chapter 9 of Article III of the Southborough Code are hereby repealed.

(f) Not later than one hundred and twenty (120) days after the appointment of a Town Manager under this Act, the Board of Selectmen shall appoint five (5) persons to be a committee to begin a review of the Town bylaws for the purpose of preparing revisions and amendments as may be needed or necessary to bring them into conformity with this Act. The committee shall submit a report, with recommendations, to the Annual Town Meeting in the year following the year in which this Act takes effect. The review shall be conducted under the supervision of the town counsel or by special counsel appointed for that express purpose.

(g) Upon the effective date of this Act, subject to the General Laws, the following multiple-member bodies shall be eliminated and any remaining duties shall be transferred to other multiple-member bodies as determined by the Board of Selectmen to be appropriate:
1. Industrial Development Commission
2. Industrial Development Financing Authority

(h) The secretary of state shall cause the following question to be placed on the official ballot to be used in the Town of Southborough at the biennial state election to be held on November 6, 2012: "Shall an act passed by the General Court in the year 2012, entitled 'An Act Establishing a Five-Member Board of Selectmen/Town Manager Form of Government for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the quetion is in the affirmative, this Act shall take effect in the Town of Southborough, but not otherwise.

**AMENDMENT MADE BY TOWN COUNSEL:** That the following language be included in the motion:
The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition, or do or act anything in relation thereto.

**AMENDMENT PASSED UNANIMOUSLY.**

**MOTION MADE:** That this article be postponed indefinitely.

**MOTION PASSED: YES: 112 NO: 101**

*ARTICLE 5*: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

**Proposed by: CAPITAL BUDGET PLANNING COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The Capital Budget Planning Committee will present their report.*

**MOTION MADE:** That this article be postponed indefinitely.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To reconsider article 4.

2/3 VOTE REQUIRED.

**MOTION DEFEATED: YES: 98 NO: 108**

*ARTICLE 6*: To see if the Town will vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

### SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii)vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F and **G** of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment for less than Full-Time Employment.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

"Step Rate" means a rate in a Range of compensation grade.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

## SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. a week the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and **G** of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

## SECTION 7. ADJUSTMENT POLICIES

a. Every employee that is in Continuous Full-Time Service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one step rate in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees in Schedule C shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

## SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a **probationary** period before the promotional rate increase, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the **probationary** period (which shall not exceed **six** months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL

a. Pre-employment physical examinations will be required of newly hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires for which there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period the employee nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

## SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual **departmental** budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

## SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks vacation **[pro-rated]** for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year up to one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual circumstances that warrant it, an Employee may, upon request and approval by the Department Head, continue at work and receive vacation pay in lieu of taking vacation.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation **or other available paid leave**. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary date of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

| | |
|---|---|
| Associates Degree | $ 800.00 |
| Bachelors Degree | $1,200.00 |
| Masters Degree | $1,500.00 |

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate commissioners or trustees may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen and the Personnel Board for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. On or before February 14th of each year the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for Step 9 employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information, including, but not limited to U.S. Department of Labor Cost of Living indices and salaries paid by equivalent towns for comparable positions.

f. Matters that are sent to the Chairman of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests at the next regular meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

## SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next Annual Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

## SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## SECTION 20: CLASSIFICATION SCHEDULE

| GRADE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | STEP 8 | STEP 9 |
|---|---|---|---|---|---|---|---|---|---|
| I | 32,124-33,408 | 33,409-34,744 | 34,745-36,134 | 36,135-37,579 | 37,580-39,082 | 39,083-40,255 | 40,256-41,462 | 41,463-42,707 | * |
| II | 37,477-38,975 | 38,975-40,532 | 40,536-42,156 | 42,157-43,842 | 43,843-45,596 | 45,597-46,964 | 46,965-48,373 | 48,374-49,825 | * |
| III | 42,831-44,544 | 44,545-46,322 | 46,326-48,178 | 48,179-50,106 | 50,107-52,110 | 52,111-53,673 | 53,674-55,283 | 55,284-56,942 | * |
| IV | 48,185-50,112 | 50,113-52,117 | 52,118-54,201 | 54,202-56,369 | 56,370-58,624 | 58,625-60,383 | 60,384-62,194 | 62,195-64,061 | * |
| V | 58,893-61,248 | 61,249-63,698 | 63,699-66,246 | 66,247-68,896 | 68,897-71,651 | 71,652-73,801 | 73,802-76,015 | 76,016-78,296 | * |
| VI | 642,47-66,816 | 66,817-69,489 | 69,490-72,268 | 72,269-75,159 | 75,160-78,165 | 78,166-80,510 | 80,511-82,926 | 82,927-85,415 | * |
| VII | 80,309-83,520 | 83,521-86,861 | 86,862-90,336 | 90,337-93,949 | 93,950-97,707 | 97,708-100,638 | 100,639-103,657 | 103,658-106,768 | * |

## SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Library Technician | II |
| Maintenance Mechanic | II |
| Program Coordinator | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Outreach Coordinator | III |
| Staff Engineer | III |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW [vacant] | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Director, Council on Aging | V |
| Facilities Manager | V |
| Library Director | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Engineer | V |
| Town Planner | V |
| Treasurer-Collector [combined with Finance Director] | V |
| Director, Youth & Family Services | V |
| Finance Director | VI |

| | |
|---|---|
| Superintendent of Public Works | VII |

SCHEDULE B: [RESERVED]

## SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Part-Time Police Dispatcher | 9 |
| Technical Specialist | 9 |
| **Interim Reserve Police Officer** | **10** |
| Reserve Police Officer | 10 |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Nurse | 13 |
| Electrician | 13 |
| **Public Health Director** | **13** |

Hourly Rates for Part-Time Positions

| Grade | Minimum | Maximum |
|---|---|---|
| 1 | Min. wage | $7.70 |
| 2 | $8.34 | $12.35 |
| 3 | $8.84 | $12.98 |
| 4 | $9.26 | $13.78 |
| 5 | $9.71 | $14.49 |
| 6 | $10.25 | $15.22 |
| 7 | $10.73 | $15.95 |
| 8 | $11.26 | $16.77 |
| 9 | $11.82 | $17.62 |
| 10 | $12.54 | $18.66 |
| 11 | $13.87 | **$25.00** |
| 12 | $21.00 | **$34.00** |
| 13 | $29.00 | $41.00 |

## SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$40.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $4,000 |
| Veterans' Agent and Director of Veterans' Services | $10,000 |
| Website Administrator | **$4,000** |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Junior Playground Counselor | 1 |
| Senior Playground Counselor | 2 |
| Assistant Instructor | 2 |
| Assistant Supervisor | 3 |
| Monitors | 3 |
| Lifeguards | 4 |
| Instructors I | 5 |
| School Monitors | 6 |
| Activity Coordinator | 6 |
| Program Driver | 6 |
| Coordinator/Supervisor | 11 |
| Program Assistant/Coordinator | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

Schedule G: Special Administrative and Supervisory Positions

Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

**Police Lieutenant:**

| Step 1 | Step 2 | Step 3 | Step 4 | Step 5 | Step 6 | Step 7 | Step 8 | Step 9 |
|---|---|---|---|---|---|---|---|---|
| 62,668 | 65,175 | 67,782 | 70,493 | 73,313 | 76,245 | 78,532 | 80,889 | |
| - | - | - | - | - | - | - | - | |
| 65,174 | 67,781 | 70,492 | 73,312 | 76,244 | 78,531 | 80,888 | 83,316 | * |

LONGEVITY SCHEDULE: Full-Time Employees – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | |

, or do or act anything in relation thereto.

**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This version of the Salary Administration Plan [Personnel by-law] replaces the existing by-law. Changes are noted in* ***bold.***

**MOTION MADE:** That the Town vote to delete the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the following:

SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH

as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 7*: To see if the Town will vote to approve the $62,434,488 borrowing authorized by the Assabet Valley Regional Vocational School District, for the purpose of paying costs of the Assabet Valley Regional Technical High School Repair/Renovation Project, located at 215 Fitchburg Street, Marlboro, MA, including the payment of all costs incidental or related thereto ("the Project") which school facility shall have an anticipated useful lifeas an educational facility for the instruction of school children of at least (50) years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority("MSBA"), said amount to be expended at thedirection of the Assabet Valley Regional Technical High School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-three and forty-eight one-hundredths percent (53.48%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA , or do or act anything in relation thereto.

**Proposed by: ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL DISTRICT**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Assabet Valley High School is 40 years old and many of the original building systems are at the end of their useful life. The district conducted a facility study and determined that it is most cost-effective to repair/renovate the existing infrastructure. The district worked with the Mass. School Building Authority for the past three years and MSBA has voted approval for a $33.1M grant to fund 53.48% of the project cost contingent upon local approval by June 30, 2012.*

**MOTION MADE:** That the Town hereby approve the $62,434,488 borrowing authorized by the Assabet Valley Regional Vocational School District, for the purpose of paying costs of the Assabet Valley Regional Technical High School Repair/Renovation Project, located at 215 Fitchburg Street, Marlboro, MA, including the payment of all costs incidental or related thereto ("the Project") which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least (50) years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority("MSBA"), said amount to be expended at the direction of the Assabet Valley Regional Technical High School Building Committee that the Town acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by MSBA, and any Projectcosts the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Districtand its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) fifty-three and forty-eight one-hundredths percent (53.48%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA;and that amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

**MOTION PASSED BY MAJORITY VOTE.**

**At 11:20pm MOTION was made to adjourn the Annual Town Meeting to Tuesday, April 10, 2012 at 7:30pm.**

**MOTION PASSED UNANIMOUSLY.**

## Town of Southborough
## ADJOURNED ANNUAL TOWN MEETING
April 10, 2012

At the Adjourned ANNUAL TOWN MEETING duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 10, 2012 at 7:30pm the following Articles were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 144 voters were present.

**Checkers:**

- **Brenda Gaffney**
- **Lidia A. Kiley**
- **Linda C. Hubley**
- **Delia Mulvaney**
- **Doriann Jasinski**
- **Karen White**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Salvatore M. Giorlandino** | **7 Summit Road** |
| **Andrew S. Mills** | **2 MacNeill Drive** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **George M. Pederson, Jr.** | **11 Strawberry Hill Road** |
| **Kelly Roney** | **9 Strawberry Hill Road** |
| **Gary P. Strickland** | **5 Stockwell Lane** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:41pm.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with livecable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 8-24 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting.
There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Linda Andrews, Assistant Director of Student Support Services**
**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Patrick Collins, Assabet Valley High School Assistant Superintendent**
**Eric Denoncourt, Town Planner**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Kim Ivers, Children's Librarian**
**Sean James, Police Lieutenant**
**Michelle Jenkins, Assistant Town Clerk**
**Christine Johnson, Assistant Superintendant of Schools**
**Jean Kitchen, Town Administrator**
**Heidi Kriger, Town Accountant**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business, Southborough Schools**
**Shirley Lundberg, Regional School Committee Member**
**Joseph C. Mauro, Jr., Fire Chief**
**Thomas Mead, Principal, Algonquin Regional High School**
**Jane T. Moran, Police Chief**
**Mary Jo Nawrocki, Assabet Valley High School Superintendent**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Paul Pisinski, Board of Health Agent**
**Philip S. Rinehart, Facilities Manager**
**Laurie Sugarman-Whittier, Youth and Family Services Director**
**Jean Tower, Director of Technology, Southborough Schools**

*ARTICLE 8*: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *Budget-See budget report which includes the Advisory Committee and Board of Selectmen's recommendations for FY13.*

**MOTION MADE**: To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 27 through 49)***

## *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | |
| 57000-57990 Other Charges and Expenses | 0 | 20 | 25 | 25 | |
| MODERATOR TOTAL | 50 | 70 | 75 | 75 | 0.00% |

### *121-129 Executive*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 2,400 | 2,400 | 2,400 | 2,400 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 2,400 | 2,400 | 2,400 | 2,400 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | |
| 51000-51990 Personal Services | 267,450 | 269,306 | 278,009 | 280,566 | |
| 52000-53990 Purchase of Services | 79,199 | 76,190 | 85,355 | 78,995 | |
| 54000-55990 Supplies | 7,198 | 5,456 | 6,315 | 5,500 | |
| 57000-57990 Other Charges and Expenses | 4,703 | 4,968 | 4,325 | 5,094 | |
| BOARD OF SELECTMEN TOTAL | 358,550 | 355,920 | 374,004 | 370,155 | -1.03% |

### *131-149 Financial Administration*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | |
| 54000-55990 Supplies | 0 | 100 | 30 | 30 | |
| 57000-57990 Other Charges and Expenses | 120 | 8 | 120 | 120 | |
| ADVISORY COMMITTEE TOTAL | 120 | 108 | 150 | 150 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | |
| 57000-57990 Other Charges and Expenses | 62,337 | 2,500 | 147,257 | 150,000 | |
| RESERVE FUND TOTAL | 62,337 | 2,500 | 147,257 | 150,000 | 1.86% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Perce Inc./Decr. |
|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | |
| 51000-51990 Personal Services | 105,897 | 107,879 | 110,077 | 123,583 | |
| 52000-53990 Purchase of Services | 4,612 | 1,255 | 1,500 | 1,500 | |
| 54000-55990 Supplies | 1,244 | 521 | 900 | 650 | |
| 57000-57990 Other Charges and Expenses | 514 | 471 | 450 | 555 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN ACCOUNTANT TOTAL | 112,267 | 110,126 | 112,927 | 126,288 | 11.83% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **136 AUDIT** | | | | | |
| 52000-53990 Purchase of Services | 30,000 | 23,500 | 34,000 | 30,250 | |
| AUDIT TOTAL | 30,000 | 23,500 | 34,000 | 30,250 | -11.03% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | |
| 51000-51990 Personal Services | 149,978 | 145,156 | 142,649 | 144,171 | |
| 52000-53990 Purchase of Services | 17,228 | 17,750 | 19,200 | 19,160 | |
| 54000-55990 Supplies | 8,210 | 7,082 | 7,500 | 5,270 | |
| 57000-57990 Other Charges and Expenses | 2,651 | 3,193 | 2,800 | 2,800 | |
| 58000-58990 Capital Outlay | 500 | 0 | 0 | 0 | |
| ASSESSORS TOTAL | 178,567 | 173,181 | 172,149 | 171,401 | -0.43% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | |
| 51000-51990 Personal Services | 181,377 | 161,007 | 166,461 | 164,780 | |
| 52000-53990 Purchase of Services | 4,056 | 5,171 | 5,140 | 5,130 | |
| 54000-55990 Supplies | 3,219 | 4,584 | 2,680 | 2,680 | |
| 57000-57990 Other Charges and Expenses | 1,993 | 2,097 | 1,980 | 2,092 | |
| 58000-58999 Capital Outlay | 0 | 0 | 0 | 0 | |
| TREASURER/COLLECTOR TOTAL | 190,645 | 172,860 | 176,261 | 174,682 | -0.90% |

***151-159 Operations Support***

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **151 LEGAL** | | | | | |
| 52000-53990 Purchase of Services | 95,000 | 91,608 | 95,000 | 95,000 | |
| LEGAL TOTAL | 95,000 | 91,608 | 95,000 | 95,000 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | |
| 51000-51990 Personal Services | 450 | 1,000 | 1,230 | 1,140 | |
| 52000-53990 Purchase of Services | 3,381 | 4,112 | 4,550 | 7,080 | |
| 54000-55990 Supplies | 21 | 0 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 490 | 365 | 220 | 220 | |
| PERSONNEL BOARD TOTAL | 4,342 | 5,477 | 6,000 | 8,440 | 40.67% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | |
| 52000-53990 Purchase of Services | 104,964 | 41,971 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 104,964 | 41,971 | 55,000 | 55,000 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | |
| - | | | | | |
| 20 GEOGRAPHIC INFORMATION SYSTEMS | | | | | |
| 52000-53990 Purchase of Services | 23,617 | 18,783 | 18,600 | 18,600 | |
| 54000-55990 Supplies | 1,641 | 4,050 | 2,000 | 2,000 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| Geographic Information Systems Total | 25,258 | 22,833 | 20,600 | 20,600 | |
| 21 OTHER INFORMATION SYSTEMS | | | | | |
| 51000-51990 Personal Services | 2,800 | 2,800 | 2,800 | 4,000 | |
| 52000-53990 Purchase of Services | 116,141 | 127,910 | 127,045 | 124,145 | |
| 54000-55990 Supplies | 4,506 | 1,546 | 4,700 | 4,700 | |
| 58000-58990 Capital Outlay | 26,822 | 14,910 | 17,030 | 23,780 | |
| Other Information Systems Total | 150,268 | 147,166 | 151,575 | 156,625 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 175,526 | 169,999 | 172,175 | 177,225 | 2.93% |

***160-169 Licensing and Registration***

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | |
| - | | | | | |
| 51000-51990 Personal Services | 38,110 | 38,110 | 39,254 | 44,254 | |
| ELECTED TOWN CLERK TOTAL | 38,110 | 38,110 | 39,254 | 44,254 | 12.7[illegible] |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | |
| 51000-51990 Personal Services | 47,745 | 48,474 | 49,407 | 51,511 | |
| 52000-53990 Purchase of Services | 1,452 | 1,442 | 1,800 | 1,800 | |
| 54000-55990 Supplies | 670 | 630 | 800 | 800 | |
| 57000-57990 Other Charges and Expenses | 200 | 175 | 325 | 325 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| TOWN CLERK TOTAL | 50,067 | 50,721 | 52,332 | 54,436 | 4.02% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **162 ELECTIONS & REGISTRATION** | | | | | |
| 51000-51990 Personal Services | 47,897 | 58,172 | 52,589 | 59,916 | |
| 52000-53990 Purchase of Services | 13,489 | 12,676 | 10,370 | 16,861 | |
| 54000-55990 Supplies | 2,372 | 2,045 | 1,500 | 2,350 | |
| 57000-57990 Other Charges and Expenses | 480 | 467 | 600 | 600 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| ELECTIONS & REGISTRATION TOTAL | 64,238 | 73,361 | 65,059 | 79,727 | 22.55% |

***171-179 Land Use***

| | FY 2010<br>ACTUAL | FY 2011<br>ACTUAL | FY 2012<br>BUDGET | FY 2013<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **171 CONSERVATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 29,499 | 28,378 | 30,844 | 31,380 | |
| 52000-53990 Purchase of Services | 3,526 | 3,356 | 5,100 | 5,075 | |
| 54000-55990 Supplies | 285 | 197 | 250 | 150 | |
| 57000-57990 Other Charges and Expenses | 694 | 515 | 775 | 0 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| CONSERVATION COMMISSION TOTAL | 34,004 | 32,446 | 36,969 | 36,605 | -0.98% |

| | FY 2010<br>ACTUAL | FY 2011<br>ACTUAL | FY 2012<br>BUDGET | FY 2013<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **175 PLANNING BOARD** | | | | | |
| 51000-51990 Personal Services | 116,776 | 110,392 | 123,477 | 124,303 | |
| 52000-53990 Purchase of Services | 794 | 1,171 | 1,665 | 1,165 | |
| 54000-55990 Supplies | 771 | 6,620 | 1,195 | 830 | |
| 57000-57990 Other Charges and Expenses | 4,426 | 4,833 | 4,784 | 4,784 | |
| PLANNING BOARD TOTAL | 122,767 | 123,016 | 131,121 | 131,082 | -0.03% |

| | FY 2010<br>ACTUAL | FY 2011<br>ACTUAL | FY 2012<br>BUDGET | FY 2013<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **176 ZONING BOARD OF APPEALS** | | | | | |
| 51000-51990 Personal Services | 9,414 | 10,566 | 9,905 | 10,410 | |
| 52000-53990 Purchase of Services | 2,415 | 1,445 | 4,925 | 2,950 | |
| 54000-55990 Supplies | 1,588 | 921 | 300 | 400 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 0 | 0 | |
| ZONING BOARD OF APPEALS TOTAL | 13,417 | 12,932 | 15,130 | 13,760 | -9.05% |

| | FY 2010<br>ACTUAL | FY 2011<br>ACTUAL | FY 2012<br>BUDGET | FY 2013<br>REQUEST | Percent<br>Inc./Decr. |
|---|---|---|---|---|---|
| **BUDGET NAME** | | | | | |
| **177 OPEN SPACE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 90 | 85 | |
| 54000-55990 Supplies | 230 | 0 | 150 | 150 | |
| OPEN SPACE TOTAL | 230 | 0 | 240 | 235 | -2.08% |

*191-199 Other*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | |
| 51000-51990 Personal Services | 274,730 | 270,715 | 265,839 | 282,540 | |
| 52000-53990 Purchase of Services | 142,556 | 141,943 | 164,265 | 159,815 | |
| 54000-55990 Supplies | 19,310 | 6,210 | 22,000 | 14,500 | |
| 57000-57990 Other Charges & Expenses | 738 | 865 | 1,750 | 1,750 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 437,334 | 419,733 | 453,854 | 458,605 | 1.05% |

## *200-299 PUBLIC SAFETY*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,410,903 | 1,482,539 | 1,437,552 | 1,496,536 | |
| 52000-53990 Purchase of Services | 68,848 | 77,912 | 75,424 | 75,424 | |
| 54000-55990 Supplies | 23,290 | 22,396 | 24,881 | 24,881 | |
| 57000-57990 Other Charges and Expenses | 3,521 | 2,987 | 4,618 | 4,618 | |
| 58000-58990 Capital Outlay | 1,983 | 2,690 | 15,170 | 15,170 | |
| POLICE DEPARTMENT TOTAL | 1,508,545 | 1,588,524 | 1,557,645 | 1,616,629 | 3.7[illegible] |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 1,558,345 | 1,544,881 | 1,596,095 | 1,635,211 | |
| 52000-53990 Purchase of Services | 93,053 | 98,895 | 102,399 | 107,760 | |
| 54000-55990 Supplies | 65,838 | 40,668 | 49,431 | 49,405 | |
| 57000-57990 Other Charges and Expenses | 3,178 | 2,691 | 3,105 | 3,095 | |
| 58000-58990 Capital Outlay | 11,575 | 15,323 | 18,000 | 6,000 | |
| FIRE DEPARTMENT TOTAL | 1,731,989 | 1,702,458 | 1,769,030 | 1,801,471 | 1.83% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | |
| 51000-51990 Personal Services | 91,812 | 92,799 | 95,945 | 99,080 | |
| 52000-53990 Purchase of Services | 1,595 | 1,846 | 2,475 | 2,475 | |
| 54000-55990 Supplies | 640 | 0 | 1,075 | 1,225 | |
| 57000-57990 Other Charges and Expenses | 3,267 | 4,262 | 3,950 | 4,375 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| BUILDING DEPARTMENT TOTAL | 97,314 | 98,907 | 103,445 | 107,155 | 3.59% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | |
| 51000-51990 Personal Services | 2,426 | 2,426 | 2,426 | 2,426 | |
| 52000-53990 Purchase of Services | 207 | 183 | 245 | 184 | |
| 54000-55990 Supplies | 476 | 0 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 100 | 100 | |
| 58000-58990 Capital Outlay | 152 | 0 | 0 | 0 | |
| CIVIL DEFENSE TOTAL | 3,261 | 2,609 | 2,771 | 2,710 | -2.20% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 28,438 | 27,616 | 28,156 | 27,956 | |
| 54000-55990 Supplies | 40 | 0 | 200 | 200 | |
| ANIMAL CONTROL OFFICER TOTAL | 28,478 | 27,616 | 28,356 | 28,156 | -0.71% |

## *400-499 PUBLIC WORKS & FACILITIES*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **400, 420 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | |
| 51000-51990 Personal Services | 863,442 | 927,664 | 920,789 | 898,308 | |
| 52000-53990 Purchase of Services | 820,731 | 785,831 | 809,950 | 820,800 | |
| 54000-55990 Supplies | 412,842 | 373,094 | 359,700 | 349,100 | |
| 56000-56990 Intergovernmental | 0 | 5,100 | 2,550 | 2,550 | |
| 57000-57990 Other Charges and Expenses | 1,999 | 2,314 | 2,375 | 1,925 | |
| 58000-58990 Capital Outlay | 58,003 | 7,794 | 6,500 | 6,500 | |
| ALL OTHER DEPT. OF PUBLIC WORKS TOTAL | 2,157,017 | 2,101,798 | 2,101,864 | 2,079,183 | -1.08% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | |
| 51000-51990 Personal Services | 363,028 | 370,574 | 391,541 | 385,900 | |
| 52000-53990 Purchase of Services | 156,013 | 165,088 | 190,650 | 192,800 | |
| 54000-55990 Supplies | 93,119 | 62,151 | 60,400 | 56,250 | |
| 56000-56990 Intergovernmental | 669,715 | 628,928 | 740,000 | 740,000 | |
| 57000-57990 Other Charges and Expenses | 788 | 931 | 900 | 950 | |
| 58000-58990 Capital Outlay | 13,531 | 7,944 | 3,500 | 3,500 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,296,194 | 1,235,616 | 1,386,991 | 1,379,400 | -0.55% |

Town of Southborough
ADJOURNED ANNUAL TOWN MEETING
April 10, 2012

## *500-599 HUMAN SERVICES*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 0.0 |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | |
| 51000-51990 Personal Services | 91,986 | 90,332 | 91,952 | 95,199 | |
| 52000-53990 Purchase of Services | 38,836 | 40,023 | 42,497 | 39,320 | |
| 54000-55990 Supplies | 2,995 | 2,735 | 1,600 | 1,400 | |
| 57000-57990 Other Charges and Expenses | 1,727 | 2,610 | 1,530 | 1,530 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| BOARD OF HEALTH TOTAL | 135,544 | 135,700 | 137,579 | 137,449 | -0.09% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | |
| 51000-51990 Personal Services | 164,726 | 166,771 | 180,892 | 188,689 | |
| 52000-53990 Purchase of Services | 26,047 | 23,614 | 19,010 | 19,010 | |
| 54000-55990 Supplies | 4,044 | 4,824 | 4,650 | 4,650 | |
| 57000-57990 Other Charges and Expenses | 1,015 | 1,360 | 1,575 | 1,575 | |
| 58000-58990 Capital Outlay | 2,485 | 0 | 0 | 0 | |
| COUNCIL ON AGING TOTAL | 198,317 | 196,570 | 206,127 | 213,924 | 3.78% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | |
| 51000-51990 Personal Services | 119,940 | 116,159 | 119,394 | 122,054 | |
| 52000-53990 Purchase of Services | 3,720 | 3,620 | 3,820 | 3,820 | |
| 54000-55990 Supplies | 524 | 0 | 1,000 | 1,000 | |
| 57000-57990 Other Charges and Expenses | 2,552 | 2,004 | 2,500 | 2,500 | |
| YOUTH COMMISSION TOTAL | 126,736 | 121,783 | 126,714 | 129,374 | 2.10% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Perc Inc./D |
|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | |
| 51000-51990 Personal Services | 10,000 | 10,000 | 10,000 | 10,000 | |
| 52000-53990 Purchase of Services | 318 | 319 | 450 | 400 | |
| 54000-55990 Supplies | 90 | 276 | 400 | 400 | |
| 57000-57990 Other Charges and Expenses | 30,259 | 24,138 | 29,400 | 42,500 | |
| VETERANS' SERVICES TOTAL | 40,667 | 34,733 | 40,250 | 53,300 | 32.42% |

## *600-699 CULTURE & RECREATION*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | |
| 51000-51990 Personal Services | 279,365 | 282,870 | 284,851 | 290,832 | |
| 52000-53990 Purchase of Services | 28,248 | 27,208 | 26,650 | 30,100 | |
| 54000-55990 Supplies | 79,441 | 77,220 | 67,625 | 68,398 | |
| 57000-57990 Other Charges and Expenses | 15,196 | 12,746 | 14,744 | 15,111 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| LIBRARY TOTAL | 402,250 | 400,044 | 393,870 | 404,441 | 2.68% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | |
| 51000-51990 Personal Services | 113,902 | 98,476 | 103,178 | 102,142 | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | |
| 54000-55990 Supplies | 0 | 24 | 0 | 0 | |
| 57000-57990 Other Charges and Expenses | 0 | 0 | 0 | 0 | |
| 58000-58990 Capital Outlay | 0 | 0 | 0 | 0 | |
| RECREATION COMMISSION TOTAL | 113,902 | 98,500 | 103,178 | 102,142 | -1.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 0 | |
| 52000-53990 Purchase of Services | 2,500 | 0 | 885 | 875 | |
| 54000-55990 Supplies | 0 | 0 | 115 | 115 | |
| HISTORICAL COMMISSION TOTAL | 2,500 | 0 | 1,000 | 990 | -1.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | |
| - | | | | | |
| 52000-53990 Purchase of Services | 350 | 350 | 350 | 350 | |
| 54000-55990 Supplies | 1,850 | 1,482 | 1,650 | 1,650 | |
| MEMORIAL DAY TOTAL | 2,200 | 1,832 | 2,000 | 2,000 | 0.00% |

## *700-799 DEBT SERVICE*

| BUDGET NAME | FY2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **710 RETIREMENT OF DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 3,229,526 | 3,183,779 | 3,161,181 | 3,044,036 | |
| 59350 Principal Short Term Debt | 0 | 0 | 0 | 0 | |
| DEBT SERVICE-GENERAL FUND TOTAL | 3,229,526 | 3,183,779 | 3,161,181 | 3,044,036 | -3.71% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **751 INTEREST ON DEBT-GENERAL FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 1,223,403 | 1,077,919 | 958,696 | 765,359 | |
| 59250 Interest on Notes | 0 | 0 | 0 | 0 | |
| DEBT SERVICE-GENERAL FUND TOTAL | 1,223,403 | 1,077,919 | 958,696 | 765,359 | -20.17 |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **6161-710 RETIREMENT OF DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59100 Principal Long Term Debt | 130,000 | 195,000 | 195,000 | 195,000 | |
| DEBT SERVICE-WATER FUND TOTAL | 130,000 | 195,000 | 195,000 | 195,000 | 0.00% |

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **6161-751 INTEREST ON DEBT-WATER FUND** | | | | | |
| 59000-59490 Debt Service | | | | | |
| 59150 Interest Long Term Debt | 42,355 | 54,943 | 46,256 | 41,056 | |
| DEBT SERVICE-WATER FUND TOTAL | 42,355 | 54,943 | 46,256 | 41,056 | -11.24% |

## *900-999 UNCLASSIFIED*

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | |
| 51000-51990 Personal Services | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 136,228 | 136,085 | 142,049 | 159,284 | |
| 51710 Unemployment Payments | 14,338 | 17,104 | 50,000 | 90,000 | |
| 51720 Health Insurance | 3,518,209 | 3,729,860 | 3,871,369 | 4,122,539 | |
| 51730 Retirement Fund | 911,918 | 998,087 | 1,220,759 | 1,151,932 | |
| 51740 Life Insurance | 5,750 | 5,722 | 5,777 | 6,071 | |
| 51770 Medicare | 247,676 | 252,635 | 259,788 | 266,526 | |
| 51780 Dental Insurance | 135,054 | 139,940 | 145,845 | 149,174 | |
| 51785 Medicare B Penalty | 0 | 0 | 0 | 6,648 | |
| EMPLOYEE BENEFITS TOTAL | 4,969,173 | 5,279,434 | 5,695,587 | 5,952,174 | 4.5 |

**MOTION MADE:** That the budget of the Employee Benefits ($5,952,174) be reduced by $183,669 to a new total of $5,768,505.

**MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2010 ACTUAL | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | |
| 52000-53990 Purchase of Services | 0 | 0 | 0 | 0 | |
| 57100-57990 Other Charges and Expenses | 202,921 | 175,848 | 199,421 | 189,705 | |
| LIABILITY INSURANCE TOTAL | 202,921 | 175,848 | 199,421 | 189,705 | -4.87% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST |
|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 12,984 | 13,600 | 13,600 |
| Superintendent's Office | 94,935 | 97,016 | 98,642 |
| Administrative Support | 319,218 | 334,260 | 341,929 |
| **INSTRUCTION** | | | |
| Supervision | 38,862 | 45,200 | 46,600 |
| Principals | 848,951 | 770,526 | 785,082 |
| Teaching | 6,945,793 | 7,191,571 | 7,656,007 |
| Professional Development | 66,598 | 94,800 | 93,900 |
| Textbooks & Materials | 222,090 | 192,184 | 190,002 |
| Instructional Hardware & Software | 155,325 | 165,945 | 172,607 |
| Library Services | 272,505 | 246,928 | 225,321 |
| Instructional Equipment | 53,345 | 68,886 | 61,636 |
| Guidance Services | 224,535 | 242,339 | 247,147 |
| **OTHER STUDENT SERVICES** | | | |
| Personnel Services | 500 | 500 | 500 |
| Health Services | 265,809 | 277,595 | 294,629 |
| Transportation | 346,962 | 359,548 | 362,710 |
| Athletics | 22,346 | 31,050 | 31,050 |
| Student Body Activities | 25,330 | 18,280 | 18,550 |
| Tuitions Other Public Schools | 7,611 | 0 | 0 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,146,592 | 1,246,547 | 1,254,121 |
| Maintenance of Buildings | 315,302 | 309,086 | 309,086 |
| Networking & Telecommunications | 57,939 | 78,120 | 87,414 |
| **FIXED CHARGES** | | | |
| Rentals & Leases | 4,133 | 4,100 | 4,100 |
| REGULAR DAY PROGRAMS | 11,447,665 | 11,788,081 | 12,294,633 |

| BUDGET NAME | FY2011 ACTUAL | FY2012 BUDGET | FY2013 REQUEST |
|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS (cont.)** | | | |
| *SPECIAL EDUCATION PROGRAMS - CHAPTER 766* | | | |
| **INSTRUCTION** | | | |
| Legal | 12,664 | 5,000 | 5,000 |
| Administrative Technology | 2,751 | 2,800 | 2,800 |
| Director | 121,925 | 125,566 | 128,811 |
| Teaching | 2,666,154 | 2,802,123 | 3,049,605 |
| Professional Development | 2,188 | 2,200 | 2,200 |
| Instructional Technology | 7,271 | 11,000 | 9,750 |
| Psychological Services | 287,640 | 357,296 | 335,915 |
| **OTHER STUDENT SERVICES** | | | |
| Health Services | 52,621 | 41,959 | 43,800 |
| Transportation Sped | 386,457 | 359,437 | 317,221 |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | |
| Operation of Equipment | 7,594 | 10,000 | 9,000 |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | |
| Tuition, Out | 1,315,094 | 1,313,899 | 708,478 |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | |
| Assabet Collaborative Assessment | 1,750 | 1,750 | 1,750 |
| Tuition Out, Collaborative | 110,185 | 64,350 | 91,029 |
| SPECIAL EDUCATION - CHAPTER 766 | 4,974,294 | 5,097,380 | 4,705,359 |

SUMMARY

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | Perce Inc./Decr. |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 11,447,665 | 11,788,081 | 12,294,633 | |
| SPECIAL EDUCATION - CHAPTER 766 | 4,974,294 | 5,097,380 | 4,705,359 | |
| **GRAND TOTAL OPERATING BUDGET** | **16,421,959** | **16,885,461** | **16,999,992** | 0.68% |

**BUDGET PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2012 REQUEST |
|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL** | | | |
| REGULAR DAY PROGRAMS | | | |
| **ADMINISTRATION** | | | |
| School Committee | 54,736 | 63,730 | 59,683 |
| Superintendent's Office | 99,331 | 96,816 | 98,442 |
| Administrative Support | 325,154 | 336,974 | 342,993 |
| **INSTRUCTION** | | | |
| Supervision | 80,373 | 81,103 | 82,185 |
| Principals | 601,723 | 638,514 | 650,032 |
| Teaching | 6,843,731 | 7,191,925 | 7,254,330 |
| Professional Development | 75,444 | 72,175 | 65,175 |
| Textbooks & Materials | 252,088 | 169,349 | 154,497 |
| Instructional Hardware & Software | 16,961 | 15,101 | 16,285 |
| Instructional Equipment | 23,039 | 21,716 | 18,767 |
| Library Services | 138,685 | 138,460 | 143,441 |
| Guidance Services | 541,574 | 590,197 | 606,446 |
| **OTHER STUDENT SERVICES** | | | |
| Testing | 3,768 | 3,500 | 1,000 |
| Health Services | 141,156 | 146,200 | 138,975 |
| Transportation | 1,024,289 | 1,047,120 | 1,084,729 |
| Athletics/Student Body Activities | 407,098 | 448,787 | 425,097 |
| Other Student Activities | 4,500 | 4,500 | 4,500 |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | |
| Operation of Buildings | 1,263,343 | 1,323,025 | 1,255,607 |
| Maintenance of Buildings | 368,336 | 287,897 | 268,600 |
| Payment for Local Northboro Services | 48,954 | 50,000 | 45,000 |
| Networking & Telecommunications | 95,236 | 101,004 | 103,586 |
| **FIXED CHARGES** | | | |
| Rentals and Leases | 64,883 | 69,466 | 68,771 |
| Insurance | 2,598,022 | 2,717,368 | 2,918,985 |
| Retirement Liability | 255,494 | 276,511 | 252,236 |
| **NEW EQUIPMENT** | | | |
| New Equipment | 20,231 | 20,000 | 25,600 |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | |
| School Choice | 174,738 | 134,429 | 134,429 |
| REGULAR DAY PROGRAMS | 15,522,887 | 16,045,867 | 16,219,391 |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | |
|---|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL (cont.)** | | | | |
| SPECIAL EDUCATION PROGRAMS - CHAPTER 766 | | | | |
| **ADMINISTRATION** | | | | |
| Legal Services | 4,033 | 3,000 | 4,000 | |
| Adminsitrative Technology | 2,751 | 2,800 | 2,800 | |
| **INSTRUCTION** | | | | |
| Director | 106,821 | 109,856 | 110,614 | |
| Teaching | 804,398 | 879,666 | 1,192,197 | |
| Professional Development | 6,779 | 2,600 | 2,600 | |
| Textbooks | 1,068 | 1,500 | 1,500 | |
| Instructional Technology | 3,792 | 6,500 | 6,500 | |
| Psychological Services | 89,950 | 104,860 | 110,902 | |
| **OTHER STUDENT SERVICES** | | | | |
| Health Services | 7,730 | 11,150 | 14,300 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | |
| New Equipment | 1,740 | 3,000 | 1,500 | |
| Equipment Maintenance | 75 | 500 | 500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | |
| Tuition, Out | 160,746 | 180,411 | 383,889 | |
| Transportation | 52,761 | 149,939 | 298,533 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | |
| Assabet Collaborative Assessment | 1,750 | 2,500 | 2,000 | |
| Tuition Out, Collaborative | 132,904 | 115,068 | 174,190 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,377,298 | 1,573,350 | 2,306,025 | |

SUMMARY

| | FY 2011 ACTUAL | FY 2012 BUDGET | FY 2013 REQUEST | |
|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 15,522,887 | 16,045,867 | 16,219,391 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,377,298 | 1,573,350 | 2,306,025 | |
| GRAND TOTAL OPERATING BUDGET | 16,900,185 | 17,619,217 | 18,525,416 | 5.14 % |

| | NON EXEMPT | EXEMPT | TOTAL |
|---|---|---|---|
| **FY 2013 SOUTHBOROUGH ASSESSMENT** | **6,567,777** | **906,978** | **7,474,755** |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2013 BUDGET & ASSESSMENTS

RSC 2-15-12

| | | 57.03%<br>Northboro | 42.97%<br>Southboro |
|---|---|---|---|
| **Step 1** | | | |
| FY 2013 Proposed Budget | 18,525,416.00 | | |
| Less Transportation | | | |
| SPED Transportation | 1,364,762.00 | | |
| Less Fixed Charges | 0.00 | | |
| Net School Spending | 17,160,654.00 | | |

| | | | |
|---|---|---|---|
| Less revenues | 20,000.00 | | |
| Subtotal | 17,140,654.00 | | |
| Less Chapter 70 Aid - Preliminary | 2,721,210.00 | | |
| Less State ward reimbursement | 0.00 | | |
| Net Budget | 14,419,444.00 | | |
| **Step 2** | | | |
| Minimum Local Contribution required by Ed Reform | 11,573,173.00 | 6,335,285.00 | 5,237,888.00 |
| **Step 3** | | | |
| Difference between Min. Contrib. & Net budget balance | 2,846,271.00 | | |
| **Step 4** | | | |
| Apportion Step 3 amount by agreement | | 1,623,228.35 | 1,223,042.65 |
| **Step 5** | | | |
| Transportation Budget | | | |
| Less Aid to Transportation Preliminary | 848,654.00 | 483,987.38 | 364,666.62 |
| **Step 6** | | | |
| Other Operational Costs | | | |
| Less Revenues | 0.00 | | |
| **Step 7** | | | |
| Debt Payments Not Exempt from Proposition 2 1/2 | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | |
| Total assessments, Minimum local contribution plus apportionments | 15,268,098.00 | 8,442,500.73 | 6,825,597.27 |
| **Step 9** | | | |
| Excess & Deficiency | 600,000.00 | 342,180.00 | 257,820.00 |
| **FY2013 Assessment Not Exempt from Proposition 2 1/2** | 14,668,098.00 | 8,100,320.73 | 6,567,777.27 |
| **Step 10** | | | |
| Debt Payments Exempt from Proposition 2 1/2 | 2,196,072.00 | 1,289,094.27 | 906,977.73 |
| **Total FY2013 Assessment** | 16,864,170.00 | 9,389,415.00 | 7,474,755.00 |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2013 BUDGET & ASSESSMENTS

RSC 2-15-12

### Assessment Comparison

**Northborough**

| | Non | Exempt | Total |
|---|---|---|---|
| FY2013 Assessment | 8,100,320.73 | 1,289,094.27 | 9,389,415.00 |
| FY2012 Assessment | 7,817,715.38 | 1,267,629.17 | 9,085,344.55 |
| Dollar Increase | 282,605.35 | 21,465.10 | 304,070.45 |
| Percent increase | 3.61% | 1.69% | 3.35% |

**Southborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2013 Assessment | 6,567,777.27 | 906,977.73 | 7,474,755.00 |
| FY2012 Assessment | 6,094,183.62 | 848,322.09 | 6,942,505.71 |
| Dollar Increase | 473,593.65 | 58,655.64 | 532,249.29 |
| Percent increase | 7.77% | 6.91% | 7.67% |

**BUDGET PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2011 BUDGET | FY 2012 BUDGET | FY 2013 REQUEST | Percent Inc./Decr. |
|---|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | | | |
| General Administration (School Committee) | 10,950 | 11,200 | 11,450 | |
| District Administration (Superintendent) | 222,731 | 235,633 | 246,212 | |
| Finance & Admin. Services | 25,000 | 33,000 | 32,500 | |
| Finance & Business Office | 354,941 | 363,294 | 374,106 | |
| Human Resources, Benefits, Personnel | 65,500 | 66,500 | 67,956 | |
| Legal Services | 40,000 | 40,500 | 41,000 | |
| Legal Settlements | 0 | 0 | 0 | |
| Districtwide Information Management | 22,500 | 22,500 | 26,000 | |
| Districtwide Academic Leadership | 246,498 | 259,349 | 263,549 | |
| Curriculum Directors (Supervisory) | 260,063 | 268,781 | 274,331 | |
| Department Heads (Non-supervisory) | 288,843 | 296,959 | 293,847 | |
| School Building Leadership | 22,000 | 23,000 | 23,500 | |
| Principal's Office | 154,801 | 188,136 | 192,691 | |
| Instruction - Teaching Services | 6,518,651 | 6,452,983 | 6,570,364 | |
| Specialist Teachers | 538,927 | 648,729 | 657,671 | |
| Medical/Therapeutic Services | 5,000 | 6,000 | 8,500 | |
| Librarians/Media Center Directors | 104,562 | 106,939 | 88,169 | |
| Professional Development | 85,400 | 92,150 | 94,500 | |
| Director of Curr./Professional Development | 76,875 | 81,969 | 85,247 | |
| Prof. Dev. Stipends, Providers, Expenses | 14,850 | 14,850 | 14,850 | |
| Instructional Materials and Equipment | 239,285 | 233,055 | 242,618 | |
| Textbooks and Related Software | 82,500 | 82,500 | 82,500 | |
| Instructional Equipment | 0 | 171,000 | 165,000 | |
| Instructional Technology | 48,000 | 54,950 | 63,000 | |
| Audio/Visual | 2,000 | 2,000 | 2,000 | |
| Guidance | 487,538 | 547,403 | 619,780 | |
| Testing and Assessment | 39,550 | 40,820 | 40,820 | |
| Psychological Services | 113,000 | 135,000 | 138,000 | |
| Attendance and Parent Liaison Services | 30,720 | 31,965 | 32,436 | |
| Health Services | 90,485 | 92,767 | 93,081 | |
| Student Transportation Services | 1,167,452 | 1,139,891 | 933,625 | |
| Athletic Services | 417,246 | 426,267 | 432,517 | |
| Other Student Services | 127,352 | 126,250 | 124,500 | |
| School Security | 57,000 | 55,000 | 54,500 | |
| Operations and Maintenance of Plant | 81,173 | 85,150 | 90,150 | |
| Custodial Services | 606,000 | 629,000 | 652,000 | |
| Heating of Buildings | 675,500 | 694,000 | 694,000 | |
| Utility Services | 161,000 | 161,000 | 163,500 | |
| Maintenance of Grounds | 109,700 | 160,700 | 162,200 | |
| Maintenance of Buildings | 329,900 | 487,300 | 493,385 | |
| Maintenance of Equipment | 5,500 | 7,500 | 8,000 | |
| Extraordinary Maintenance | 0 | 0 | 0 | |
| Networking and Telecommunications | 70,257 | 71,700 | 73,450 | |
| Technology Maintenance | 98,000 | 99,560 | 101,560 | |

| **BUDGET NAME** | **FY 2011 BUDGET** | **FY 2012 BUDGET** | **FY 2013 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL (cont.)** | | | | |
| Employee Retirement | 200,000 | 206,500 | 212,000 | |
| Insurance Programs - Employees | 1,983,250 | 1,865,250 | 2,066,435 | |
| Insurance Programs - Retirees | 0 | 237,500 | 255,000 | |
| Non-employee Insurance | 140,500 | 140,500 | 143,500 | |
| Acquisition and Improvement of Sites | 50,000 | 0 | 0 | |
| Acquisition and Improvement of Buildings | 155,000 | 0 | 0 | |
| Acquisition and Improvement of Equipment | 0 | 0 | 0 | |
| Capital Technology | 85,000 | 0 | 0 | |
| Replacement of Equipment | 86,000 | 0 | 0 | |
| Replacement of Motor Vehicles | 84,000 | 84,000 | 84,000 | |
| Tuition to Collaboratives | 19,000 | 19,000 | 10,000 | |
| TOTAL | 16,900,000 | 17,300,000 | 17,600,000 | |
| **SOUTHBORO ASSESSMENT** | **139,496** | **152,121** | **251,361** | 65.24% |

**Note enrollment went up 55% from 11 to 17*

| **BUDGET NAME** | **FY 2011 BUDGET** | **FY 2012 BUDGET** | **FY 2013 REQUEST** | **Percent Inc./Decr.** |
|---|---|---|---|---|
| **305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | | |
| Tuition/Transportation Assessment | 28,218 | 66,654 | 31,027 | |
| NORFOLK COUNTY AGRICULTURAL H S TOTAL | 28,218 | 66,654 | 31,027 | -53.45% |

**MOTION MADE:** That the Town will vote to raise a sum of money not to exceed the sum of $45,002,090 as may be necessary for the Town's use, and make appropriations of the same,

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | $ 15,000.00 |
| Transfer from Free Cash | $1,701,671.00 |
| Transfer from Overlay Reserve | $ 306,000.00 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | $ 200,000.00 |
| Transfer from Aerial Ladder Donation Fund | $ 48,667.00 |
| Transfer from Septic Betterment Fund | $ 50,547.00 |
| Transfer from Premium Reserve | $ 260.00 |
| Transfer from Reserve SBAB Fund Balance | $ 21,842.00 |
| Transfer from Water Reserve | $ 65,000.00 |

That the Balance of $42,593,103 be raised and appropriated.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 9***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | **ITEM** | **TOTAL** | **Recommend** | **Recommend** | **Recommend** |
|---|---|---|---|---|---|
| | | | **ADVISORY** | **SELECTMEN** | **CAPITAL BUDGET PLANNING** |
| 1. | Fire | **$194,000** | At Town Meeting | Support | |
| 2. | Police | **$72,000** | At Town Meeting | Support | |
| 3. | DPW | **$299,000** | At Town Meeting | Support | |
| 4. | Water dept. | **$525,000** | At Town Meeting | Support from Water | |
| 5. | Water dept. | **$60,000** | At Town Meeting | Support from Water | |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:**

1. **$74,000** for *replacement of 2 Life Pak defibrillators with newer technology models. These machines not only deliver a shock for re-starting a heart they also monitor vital signs which allows the paramedics and hospital staff to make decisions regarding patient care. One per ambulance is requested.*
   ***$30,000*** *to replace 6,000 feet of 4" water supply hose;*
   ***$90,000*** *to replace the fire department generator with a new 150KW unit;*
2. ***$72,000*** *for 2 Police cruisers;*
3. ***$45,000*** *for a mini excavator (other portion funded by water reserves 25,000);*
   ***$54,000*** *for a transfer station trailer;*
   ***$200,000*** *to replace a 2002 35,000 GVW Cab and chassis with a stainless steel body;*
4. ***$525,000*** *for Boland Station upgrades;*
5. ***$35,000*** *to demolish Fayville Station which is no longer in use;*
   ***$25,000*** *mini excavator (partial funding from water reserves).*

**MOTION MADE:** That the Town vote to raise and appropriate;
$120,000 for the Fire department hose and generator;
$72,000 for 2 police cruisers and associated equipment;
and $274,000 for DPW equipment.
And to transfer from water reserves;
$525,000 for Boland Station upgrades;
$35,000 for demolition of Fayville Station;
and $25,000 for water equipment.
And to transfer $25,000 from Cemetery Perpetual care for DPW cemetery equipment.
And to further transfer $74,000 from Receipts Reserve Ambulance Fund, for Fire Dept. defibrillators.
For a grand Total of 1,150,000.00.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 10*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $300,000 for the maintenance of Town roads, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This money is used for the Town's paving contract and other street maintenance contracts such as crack sealing and infrared repair.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $300,000 for the maintenance of Town roads.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 11*: To see if the Town will vote to transfer from the Water Reserves Fund and appropriate the sum of $36,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen project costs or water system improvement requiring immediate appropriation, or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Board of Selectmen to approve additional funding for water projects with unforeseen complications, that are above the appropriation estimate or repairs that constitute or arise from an emergency.*

**MOTION MADE:** That the Town vote to transfer from the Water Reserves Fund and appropriate the sum of $ 36,000 to be expended in amounts requested by the DPW Superintendent and a vote of the Board of Selectmen for any unforeseen project costs or water system improvement requiring immediate appropriation.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 12*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager, or Town Administrator in his absence, shall recommend appropriate projects to the Board of Selectmen. The Board of Selectmen shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**

**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities. This article may be indefinitely postponed.*

**MOTION MADE:** That this article be postponed indefinitely.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 13*: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, $20,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**MOTION MADE:** That the Town vote to raise and appropriate, $20,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE: 14*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of $17,500 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: 2 Support, 1 Abstension**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Funding for special legal counsel who will assist the Town in the suit filed by Northborough regarding the regional school debt assessment.*

**MOTION MADE:** That the Town raise and appropriate, the sum of $17,500 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 15*: To see if the Town will vote to transfer from the Sale of Lots/rights of Burial receipts reserve a sum of money not to exceed $100,000 for the improvements to the Southborough Rural Cemetery's roadway system and entrances including, but not limited to, grading and paving the stone dust roadways, formalizing the parking area with curbing and improving the entranceways with new signage and landscaping or do or act anything in relation thereto.

**Proposed by: DEPARTMENT OF PUBLIC WORKS**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article allows the DPW to use up to $100,000 of fees collected from the sale of burial rights to grade and pave the stone dust roadways in the Rural Cemetery and to perform other Rural Cemetery roadway improvements, such as curbing and drainage*

**MOTION MADE:** That the Town vote to transfer from the Sale of Lots/rights of Burial receipts reserve a sum of money not to exceed $100,000 for the improvements to the Southborough Rural Cemetery's roadway system and entrances including, but not limited to, grading and paving the stone dust roadways, formalizing the parking area with curbing and improving the entranceways with new signage and landscaping.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 16*: To see if the Town will vote to transfer from FY 12 department 305 Norfolk County Agricultural High School $66,654 to the FY 12 department 132 Reserve Fund, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will add funds to the FY 12 Reserve fund. Transfers from the Reserve fund may be made only by the Advisory Committee and are only for "extraordinary or unforeseen expenditures".*

**MOTION MADE:** That the Town vote to transfer from FY 12 department 305 Norfolk County Agricultural HighSchool $66,654 to the FY 12 department 132 Reserve Fund.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 17***: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2013 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $261,341.48 |
| State Match (projected State match) | $68,510.52 |
| Total Projected Revenue | $329,852.00 |

**Set Aside- Open Space**

$32,985.20 to be set aside, held in the Community Preservation Fund, and spent in FY2013or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

$32,985.20 to be set aside, held in the Community Preservation Fund, and spent in FY2013 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

$32,985.20 to be set aside, held in the Community Preservation Fund, and spent in FY2013 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

$17,692.60 to defray the administrative and operating expenses of the Community Preservation Committee in FY2013 for the Community Preservation Fund (discretionary)

**FY 2012 Interest/Adjustments**

To accept $24,000.00 of interest/adjustments received in FY012 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

$ 2,400.00 Set Aside – Open Space
$ 2,400.00 Set Aside – Community Housing
$ 2,400.00 Set Aside – Historic Preservation
$ 16,800 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2013 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fundestablished pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 18***: To see if the Town will vote to appropriate $196,006.11 ($35,385.20 from the Open Space Reserve Fund, and $160,620.91 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee;or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $196,006.11 ( of which $35,385.20 will be from the Open Space Reserve Fund, and $160,620.91will be from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 19***: To see if the Town will vote to appropriate $40,000 from the Historical Reserve fund, for research and chronicling the history of Southborough from 1970 to 2010 for the purpose of Historic Preservation Said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *Moneys will be used to research & document Southborough's history from 1970 to 2010. The finished product will be a book that the Historical Society can publish.*

**MOTION MADE:** That this article be postponed indefinitely.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 20***: To see if the Town will vote to appropriate $62,100 from the General Unreserved/Fund Balance for the purpose of hiring a consultant to perform deed research, data base development and associated GIS mapping review as requested by the Planning Board & the Open Space Preservation Commission. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *Moneys will be used to determine which open space parcels, identified on approved subdivision plans, are legally protected as open space through appropriate language in the conveying deed.*

**MOTION MADE:** That the Town vote to appropriate $62,100 from the General Unreserved/Fund Balance for the purpose of hiring a consultant to perform deed research, data base development and associated GIS mapping review as requested by the Planning Board & the Open Space Preservation Commission. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED:** 59 in favor, 43 opposed

***ARTICLE 21***: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $323,175.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article, which provides for revolving funds must be approved annually and will:*
*1. Allow the Board of Health to collect fees for vaccines and use these fees to offset the costs of running the immunization clinic and any declared emergency;*
*2. To use the fees collected for the Sealer of Weights and Measures, Plumbing and Wiring Inspector to pay the inspectors;*
*3. Allow the Recreation Commission to collect rental fees for use of 9-11 field to pay for maintenance for the field and pay DCR an annual field usage fee;*
*4. To use fees collected under the Southborough Wetland By Law and Regulations to cover departmental and consultant costs incurred for the review, issuance and ongoing monitoring of permitted projects;*
*5. To use money collected from hazardous incidents to cover the departmental expense related to the incident;*
*6. The money collected will cover the cost of running CPR classes;*
*7. The fees collected from plot rentals to cover the costs of running the Community Garden;*
*8. To cover a portion of the costs associated with Recreation programming.*

**MOTION MADE:** That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving funds as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 22*: To see if the Town will vote to amend the code of the Town of Southborough by adopting a new Chapter 96 Entitled: Pumping Water from Private Buildings as follows:

Fire Chief's Authority

§96:1: The Fire Chief, in his or her sole discretion, and pursuant to general authority of M.G.L. Ch 48 §42, for public health, safety or welfare purposes may utilize Fire Department personnel, apparatus, or other resources of the Department to effectuate the removal of water from within private buildings, caused by flooding, by pumping or other means, at the written request of the property owner or tenant in public emergency situations.

Assessment of Fee

§96-2: The property owner or tenant may be assessed a fee for such service as rendered to any private building if, in the sole determination of the Fire Chief or his or her authorized designee, the water flooding condition could have been avoided or abated by the owner or tenant by remedial action, including the installation of sump pumps or other pumping devices.

Fee Schedule

§96-3: First response: No fee assessed.
Second response: Fifty ($50.00) Dollar fee.
Third and subsequent response: One Hundred ($100.00) Dollar fee.

§96-4; The Fire Chief may create forms, applications and other documents to be utilized and executed prior to any fire department service being furnished as specified herein.

Enforcement of Fees as Assessed

§96-5: The Fire Chief shall have the full authority to pursue any Civil Action or judicial remedy available as to enforcement of fees assessed, but which remain unpaid.

| | |
|---|---|
| First Call: | No charge |
| Second Call: | Fifty Dollars ($50.00) |
| Third and Subsequent Calls: | One Hundred Dollars ($100) |

, or do or act anything in relation thereto.

**Sponsored by: FIRE CHIEF**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Fire Department for many years has provided a service of pumping cellars/basements when they become flooded. However, certain property owners have failed to remedy their flooding condition by the addition of a sump pump or regarding and thus depend on this town service each time the water table rises. The by-law is an attempt to encourage property owners to mitigate a known problem or to insure the town receives compensation for providing this extra service.*

**MOTION MADE:** That the Town vote to amend the code of the Town of Southborough by adopting a new Chapter 96 Entitled: Pumping Water from Private Buildings as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on April 30, 2012, with recommendations.**

*ARTICLE 23:* To see if the Town will vote to accept a Quitclaim Deed of Conveyance from Russell D. Texeira and Anita L. Texeira, owners of a certain parcel of real property located at 0 Main Street, Route 30, Assessor's Map 51, Parcel 18, pursuant to the statutory authority of Massachusetts General Laws, Chapter 60 Section 77C. Being the same premises referred to in a Deed dated January 20, 1981 and recorded in the Worcester Registry of Deeds at Book 7173, Page 345. Said parcel containing 78,697 square feet, more or less, or do or act anything in relation thereto.

**Proposed by: FINANCE DIRECTOR AND BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To accept a deed in lieu of tax foreclosure.*

**MOTION MADE:** That the Town vote to accept a Quitclaim Deed of Conveyance from Russell D. Texeira and Anita L. Texeira, owners of a certain parcel of real property located at 0 Main Street, Route 30, Assessor's Map 51, Parcel 18, pursuant to the statutory authority of Massachusetts General Laws, Chapter 60 Section 77C. Being the same premises referred to in a Deed dated January 20, 1981 and recorded in the Worcester Registry of Deeds at Book 7173, Page 345. Said parcel containing 78,697 square feet, more or less.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 24:* To see if the town will direct the Board of Selectmen and the Department of Public Works to provide a "Swap Shop Area" located at the Transfer Station for everyday the Transfer Station operates. The "SwapShop Area" should be recognized as an essential part of the recycling efforts of the Town.

**Proposed by: PETITION BY BONNIE J. PHANEUF AND 103 OTHERS**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This is a petitioned Article which attempts to direct the Board of Selectmen to an administrative action. The Town Meeting, as the Local Legislature, cannot direct to the Board of Selectmen, as the Chief Executive, in this regard. This Article's effect is advisory only.*

**MOTION MADE:** That this article be postponed indefinitely.

**MOTION PASSED UNANIMOUSLY.**

**At 10:03PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

# TOWN OF SOUTHBOROUGH
# ANNUAL TOWN MEETING
## April 8, 2013

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 8, 2013 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 184 voters were present.

**Checkers:**

**Alice B. Gaffney**
**Linda C. Hubley**
**Doriann M. Jasinski**
**Lidia A. Kiley**
**Delia A. Mulvaney**
**Karen A. White**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Roger W. Challen** | **29 Oak Hill Road** |
| **Thomas J. Conlin** | **20 Pinecone Lane** |
| **Arthur P. Lamy** | **12 Bigelow Road** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **George M. Pedersen, Jr.** | **11 Strawberry Hill Road** |
| **Christopher Robbins** | **39 Parkerville Road** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:18pm.**

The Colors were presented by The GIRL SCOUTS from the following Troop:

**Troop 72700**

**Sophia Brady**
**Chloe Chiota**
**Olivia Chiota**
**Julianna Eigen**
**Hannah Grimm**
**Haley Hong**
**Annalise Kolenda**
**Lucy Marous**
**Sophia Scaringi**
**Elizabeth Webb**

**Troop Leaders**

**Christa Brady**
**Kathryn Marous**
**Cathy Webb**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Nancy Arone Bassett** – Reading Specialist, Trottier Middle School
**Eleanora Fantony Burke** – Town Clerk and Town Counsel
**Marjorie Mitchell Cunningham** – First Grade Teacher, Mary Finn School
**Eileen Henry Curran** – "Meals on Wheels" Volunteer
**George R. Boothby** – Highway Department, Call Firefighter
**Joseph A. Delarda, Jr.** – Volunteer Call Firefighter
**James(Russ) McCarthy** - Pollworker
**John C. Misener** – Call Firefighter
**Willard "Bill" S. Putnam** – Administrative Assistant to Police Chief, Town Accountant
**Anne Cotagis Sarkis** – Senior Volunteer

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Linda Andrews, Assistant Director of Student Support Services**
**Neal Aspesi, Fire Department**
**Brian Ballantine, Finance Director**
**Jane Cain, Library Director**
**Paul Cibelli, Town Assessor**
**Patrick Collins, Assabet Valley High School Assistant Superintendent**
**Eric Denoncourt, Town Planner**
**Karen Galligan, DPW Superintendent**
**Charles Gobron, Superintendent of Schools**
**David Gusmini, Building Inspector**
**Vanessa D. Hale, Assistant Town Administrator**
**Michelle A. Jenkins, Assistant Town Clerk**
**Christine Johnson, Assistant Superintendant of Schools**
**Heidi Kriger, Town Accountant**
**Pam LeFrancois, Senior Center Director**
**Cheryl Levesque, Director of Business**
**Shirley Lundberg, Regional School Committee Chair**

**Joseph C. Mauro, Jr., Fire Chief**
**Jane T. Moran, Police Chief**
**Mary Jo Nawrocki, Assabet Valley High School Superintendent**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Paul Pisinski, Board of Health Agent**
**Mark J. Purple, Town Administrator**
**Philip S. Rinehart, Facilities Manager**
**Beth Rosenblum, Conservation Commission**
**Laurie Sugarman-Whittier, Youth and Family Services Director**
**Klay Thompson, IT Director – NENS(New England Networking System)**
**Jean Tower, Director of Technology**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Dr. Louis Fazen, III and Nancy A. Sacco**– Presentation of the Dr. Timothy Stone Public Health Award – Linda C. Hubley and Susan N. Fitzgerald recipients.
- **William W. Harrington and Susan M. Keir** - Presentation to build awareness of the Senior Center/Council on Aging and the vital services provided to our seniors including its social programs, outreach and health related services.
- **Dana E. Cunningham** – Update on the Zoning Bylaw Revisions

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2013 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Board of Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2013 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 4*: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Board Recommendation: At Town Meeting**
**Summary:** *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years if deemed in the best interest of the Town to do so.*

**MOTION MADE:** That the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 5*: To see if the Town will vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will fund costs associated with the first year of any contract agreed upon before Town Meeting commences with the DPW, Police and/or Fire Union.*

**MOTION MADE:** That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and **AFSCME Council 93** and to raise and appropriate $17,450 for the purpose of funding the collective bargaining agreement; and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Local 167, **Massachusetts Coalition of Police** and to raise and appropriate $17,270 for the purpose of funding the collective bargaining agreement; *and further, pursuant to Mass. General Laws Chapter 150E Sections 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the* ***Town and Southborough Permanent Firefighters Union, Local 3129, IAFF****, and to raise and appropriate $19,509 for the purpose of funding the collective bargaining agreement.*

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 6*: To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Library Technician | II |
| Maintenance Mechanic | II |
| Program Coordinator | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Outreach Coordinator | III |
| Staff Engineer [vacant] | III |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW [vacant] | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Director, Council on Aging | V |
| Facilities Manager | V |
| Library Director | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Engineer | V |
| Town Planner | V |
| Treasurer-Collector [combined with Finance Director] | V |
| Director, Youth & Family Services | V |
| Finance Director | VI |
| Superintendent of Public Works **[under employment contract]** | VII |

SCHEDULE B: [RESERVED]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| **Interim Public Safety Communications Officer** | **9** |
| Part-Time Police Dispatcher | 9 |
| Technical Specialist | 9 |
| **Interim Reserve Police Officer** | **11** |
| **Reserve Police Officer** | **11** |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Nurse | 13 |
| Electrician | 13 |
| Public Health Director | 13 |
| **Police Lieutenant** | **See Schedule G** |

Hourly Rates for Part-Time Positions

| Grade | Minimum | Maximum |
|---|---|---|
| 1 | Min. wage | **$8.33** |
| 2 | $8.34 | $12.35 |
| 3 | $8.84 | $12.98 |
| 4 | $9.26 | $13.78 |
| 5 | $9.71 | $14.49 |
| 6 | $10.25 | $15.22 |
| 7 | $10.73 | $15.95 |
| 8 | $11.26 | $16.77 |
| 9 | $11.82 | $17.62 |
| 10 | $12.54 | $18.66 |
| 11 | $13.87 | $25.00 |
| 12 | $21.00 | $34.00 |
| 13 | $29.00 | $41.00 |

, or do or act anything in relation thereto.
**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** The Personnel By-Law governs policies and pay structures for non-union employees. *The changes are noted in* ***bold.***

**MOTION MADE:** That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, by inserting the following noted **BOLD** changes in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 7***: To see if the Town will vote to establish a new Bylaw as follows:

**A By-law Establishing the Duties and Powers of the Town Administrator for the Town of Southborough**

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**Section 1: Overview**

A. General:

(I) The Town Administrator shall act as the chief administrative officer of the Town of Southborough and shall be responsible to the Board of Selectmen, as their agent, for the effective management of all Town affairs placed in the Town Administrator's charge by The Town of Southborough Code, Town Meeting vote, or by vote and direction of the Board of Selectmen.

(II) The Town Administrator shall be responsible for the implementation of Town policies established by the Board of Selectmen, as well as ensuring that the decisions of the Board of Selectmen are fully executed. The specific functions and duties of the Town Administrator shall include, but not be limited to, the functions and duties described in this By-law.

(III) Notwithstanding the provisions of this By-law, the essential chief executive functions of the Town remain vested at all times in the Board of Selectmen who may assert, either preemptively or reactively by applicable statutory authority, that full executive power as elected officials of the town in substitution for the powers delegated under By-law to the Town Administrator. The Board of Selectmen may exercise its executive authority by majority vote.

**Section 2: Powers and Duties**

A. Personnel:

(I) The Town Administrator, acting as an agent of the Board of Selectmen and as consistent with the Code of the Town of Southborough, shall supervise, direct and be responsible for the efficient administration of all departments and personnel under the jurisdiction of the Board of Selectmen and all functions for which the Town Administrator is given responsibility or control by the Town of Southborough Code, town meeting vote, or by vote of the Board of Selectmen.

(II) The Town Administrator shall act as Personnel Director and shall be the administrative representative of the Personnel Board. With the guidance and oversight of the Personnel Board, the Town Administrator shall:

1. Develop, maintain, and administer the Personnel By-law which shall be approved annually at Town Meeting, and which includes but is not limited to: classification system, compensation system, personnel rules and regulations which indicate the rights and obligations of employees, disciplinary procedures, personnel appraisal system, development and implementation of an ongoing training program, and any other personnel and hiring policies, practices, and regulations for Town employees not covered by collective bargaining agreements.
2. Administer and enforce the rules and regulations of the Personnel By-law with authority to interpret same but not to rescind or otherwise amend. The Director shall report to the Personnel Board in writing any interpretation made in any area where this By-law is not reasonably clear.
3. Furnish the Personnel Board with all information essential for the actions of that Board.

(III) The Town Administrator shall direct contract negotiations, subject to the approval of the Board of Selectmen, and ensure ongoing compliance with their provisions.

(IV) Regarding departments within the jurisdiction of the Board of Selectmen:

1. The Town Administrator shall, based upon merit and suitability, appoint and may remove department heads, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough. The Town Administrator shall also provide annual evaluations of department heads to the Board of Selectmen.
2. The Town Administrator shall approve the appointment and removal of all other officers, subordinates, and employees, as consistent with the Code of the Town of Southborough.
3. The Town Administrator may transfer personnel between departments, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough.

(V) Regarding departments outside the jurisdiction of the Board of Selectmen, with the exception of the schools:

1. All elected boards, officials and committees shall consult with the Town Administrator throughout the process of appointing or removing a department head, and shall provide written notice of intent to appoint or remove to the Town Administrator for the purpose of maintaining compliance with personnel policies, practices, or procedures of the Town.
2. All elected boards, officials and committees shall consult with the Town Administrator throughout the process of contracting personnel services to ensure compliance with personnel policies, practices, or procedures of the Town.
3. Department heads shall consult with the Town Administrator throughout the process of making any appointments or removals within their departments for the purpose of maintaining compliance with personnel policies, practices, or procedures of the Town.
4. Elected boards and committees and also department heads shall consult with the Town Administrator to ensure that their management of employees and contracted personnel is consistent with personnel policies, employment contracts, and practices in use in all Town departments.

B. Administrative:

(I) The Town Administrator shall act as the Chief Procurement Officer under the provisions of Chapter 30B of the General Laws, and, subject to the authority of the Board of Selectmen, shall be responsible for the purchasing of all supplies, materials, equipment, and services for the Town, including the bidding and awarding of all contracts, except as follows:

1. For supplies, materials, equipment, and services for the School Department, unless specifically requested by the School Committee.
2. For library materials, supplies, equipment, and services specific to the function of the library, unless specifically requested by the Library Trustees.
3. For personnel services as described within Section 2.A.V.2.

(II) The Town Administrator shall coordinate the activities of all Town departments serving under the Board of Selectmen with those under the control of other officers and multiple-member bodies elected directly by the voters.

(III) The Town Administrator, subject to the authority of the Board of Selectmen, shall have full jurisdiction over the rental and use of all Town facilities, except schools and the library, and shall oversee all Town capital maintenance, construction, repairs and rental/use of Town facilities, consistent with the Code of the Town of Southborough and state statutes.

(IV) Subject to policies established by the Board of Selectmen, the Town Administrator shall present for approval to the Board of Selectmen all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant.

(V) The Town Administrator shall be responsible for working with Town officers and departments on Town loan and grant applications and, in consultation with the office or department receiving the loan or grant, overseeing adherence to the conditions of such loans or grants.

(VI) The Town Administrator shall negotiate collective bargaining contracts on behalf of the Board of Selectmen, and subject to approval of the Board of Selectmen. The Town Administrator shall administer and enforce collective bargaining agreements and personnel rules and regulations within the purview of the Board of Selectmen.

(VII) The Town Administrator shall recommend to the Board of Selectmen on the prosecution, defense, and compromise of all litigation to which the Town is a party.

C. Financial Management:

(I) The Town Administrator shall, after consultations with the Board of Selectmen and the Advisory Committee, issue guidelines for requested appropriations to all departments and elected officials and boards whose budgets are appropriated by Town Meeting. Said guidelines shall be issued on or before October 30th. Nothing herein shall conflict with the Advisory Committee's duties and obligations under state statute, nor shall it limit the Advisory Committee's right to issue independent guidelines for requested appropriations.

(II) The Town Administrator shall be responsible for preparing the annual requested appropriations from departments under the jurisdiction of the Board of Selectmen.

(III) The Town Administrator shall provide support, tools, and coordination for departments, elected officials and boards not under the Board of Selectmen in the development of their appropriation requests.

(IV) The Town Administrator shall provide to the Board of Selectmen and the Advisory Committee by January 30th budget proposal(s) consistent with guidelines described in Section 2.C.I.

(V) The Town Administrator shall maintain a current estimate of expected revenues and expenditure trends for the next fiscal year.

(VI) The Town Administrator shall develop and maintain a capital facilities plan and budget for all municipal structures.

(VII) The Town Administrator shall maintain a capital equipment plan and budget for all other municipal capital equipment.

(VIII) The Town Administrator shall be responsible for the application of modern accounting and financial reporting practices and further shall maintain accurate and centralized records, including but not limited to:

1. Financial documentation, including therein such information as the Board of Selectmen deems desirable.
2. Personnel documentation for all employees, including therein evaluations and such information as the Personnel Board deems desirable.
3. All documentation required to be maintained as per the Code of the Town of Southborough.

(IX) The Town Administrator shall prepare, annually, a five-year financial forecast of revenue, expenditures, including capital expenditures, and the general financial condition of the Town. Said plan shall be submitted to the Board of Selectmen, the Advisory Committee, the Board of Assessors and the School Committee, and shall be made available to the public.

(X) The Town Administrator shall oversee the coordination, compilation, and distribution of the annual Town Report.

(XI) The Town Administrator shall develop and oversee performance measurement systems for municipal services.

D. General:

(I) The Town Administrator shall serve as the Town's Chief Information Officer for any time period that this role remains unfilled. The Chief Information Officer shall be responsible for activities such as maintaining and enhancing the capabilities and integration of the information systems used in the various Town departments, improving citizen access to user-friendly Town information, and developing, maintaining, and enhancing necessary tools including but not limited to: budgetary tools (operating and capital), a centralized record keeping system, and performance measurement systems.

(II) The Town Administrator shall prepare the agenda for and attend all meetings of the Board of Selectmen, and shall cause full and complete records of such meetings to be taken and maintained.

(III) The Town Administrator shall assist in the preparation of the warrants and motions for and attend all sessions of Town Meeting.

(IV) The Town Administrator shall present reports to the Board of Selectmen identifying priorities, concerns, issues and outcomes of the Town Administrator's office.

(V) The Town Administrator shall act as the Board of Selectmen's liaison with federal, regional, and state authorities, as well as with all Town boards, committees, and officials outside the purview of the Board of Selectmen.

(VI) The Town Administrator shall provide leadership and direction in the development of short and long-range plans, including but not limited to the gathering, analysis and preparation of data for studies, reports and recommendations to the Board of Selectmen.

(VII) The Town Administrator shall perform any other duties consistent with the office of the Town Administrator as may be required by By-law, vote of Town Meeting, or vote of the Board of Selectmen.

**Section 3: General Provisions**

(I) If any Section, Subsection, Paragraph, sentence, clause, word, or any other part of this By-Law shall be adjudicated by a Court of competent jurisdiction, to be unconstitutional, unenforceable, or otherwise, invalid, such adjudication shall not affect, impair or invalidate the remainder of the By-Law and it shall be construed to have been the legislative intent to enact this By-Law without such unconstitutional, unenforceable or invalid parts therein.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

**Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This by-law would establish the powers and duties of the Town Administrator when working as an agent and at the direction of the Board of Selectmen and defines the Town Administrator's roles and responsibilities with respect to other independently elected executives and the departments under their jurisdiction. Any revisions to the duties established above could only be changed by Town Meeting.*

**MOTION MADE:** That the Town vote to adopt the bylaw provisions setting forth the powers and duties of the Town Administrator, as printed in the warrant.

**AMENDMENT TO THE MAIN MOTION:** That the Town vote to establish a new By-Law by inserting in Chapter 27, Article 9 of the Southborough Town Code, as printed in the warrant.

**AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.**

**AMENDMENT MADE:** That the Town vote to amend the main motion by striking the words in Section 2 A. (IV) 1-3 and replace it with a new Section 2 A. (IV) 1-3 as follows:

(IV) Regarding departments within the jurisdiction of the Board of Selectmen:

1. The Town Administrator shall, based upon merit and suitability, recommend the appointment or removal of department heads to the Board of Selectmen. The Town Administrator shall also provide annual evaluations of department heads to the Board of Selectmen.

2. Department heads shall consult with the Town Administrator throughout the process of making any appointments or removals within their departments. The Town Administrator shall report to the Board of Selectmen on those appointments or removals.

3. The Town Administrator may transfer personnel between departments, subject to the approval of the Board of Selectmen and consistent with the Code of the Town of Southborough and State law.

**AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENTS PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on May 22, 2013.**

***ARTICLE 8***: To see if the Town will vote to accept and approve the following text of a Special Act and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for the passage and enactment of the Special Act as accepted and approved as follows:

### An Act Establishing the Authority of the Town Administrator to Sign Town Warrants for the Town of Southborough

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**Section 1: Authority to Sign Warrants**

Subject to policies established by the Board of Selectmen, the Town Administrator shall have, on behalf of the Board of Selectmen, the authority to sign all warrants or vouchers, including payroll warrants, for payment of Town funds submitted by the Town Accountant.

**Section 2: Transition Provisions**

The Town Clerk shall cause the following question to be placed on the ballot at the annual election following adoption of this article by Town Meeting: "Shall an act submitted to the General Court in the year 2013, entitled 'An Act Establishing the Authority of the Town Administrator to Sign Town Warrants for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the question is in the affirmative, this Act shall take effect in the Town of Southborough upon passage by the General Court.

Upon final adoption of this Special Act, Section 2.B.IV of the Town Administrator By-law shall be revoked.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

**Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Town Administrator to sign warrant, payables, vouchers and other related documents on behalf of the Board of Selectmen.*

**MOTION MADE:** That the Town vote to approve a Special Act to allow the Town Administrator to sign town warrants and to authorize the Board of Selectmen to petition the General Court of the Commonwealth for passage and Enactment of the same, as printed in the warrant.

**AMENDMENT TO THE MAIN MOTION:** That the Town amend the motion by striking the words, "Upon final adoption of this Special Act, Section 2.B.IV of the Town Administrator By-law shall be revoked.

**AMENDMENT TO THE MOTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.**

*ARTICLE 9*: To see if the Town will vote to accept and approve the following text of a Special Act and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for the passage and enactment of the Special Act as accepted and approved as follows:

**An Act Establishing a Five-Member Board of Selectmen for the Town of Southborough**

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**Section 1: Board of Selectmen: Composition and Term**

(a) There shall be a Board of Selectmen consisting of five (5) members, elected for terms of three (3) years each, so arranged that the term of office of as nearly an equal number of members as is possible shall expire each year.

**Section 2: Transition Provisions**

(a) The Town Clerk shall cause the following question to be placed on the ballot at the annual election following adoption of this article by Town Meeting: "Shall an act submitted to the General Court in the year 2013, entitled 'An Act Establishing a Five-Member Board of Selectmen for the Town of Southborough' be accepted?" If a majority of the votes cast in answer to the question is in the affirmative, this Act shall take effect in the Town of Southborough upon passage by the General Court.

(b) At the annual election following the ratification of this Act by the General Court, two (2) additional Selectmen shall be elected, such that one office shall appear on the ballot as serving a term that shall expire three years from the date of election, and one office shall appear on the ballot as serving a term that shall expire two years from the date of election. Thereafter, as the terms of the Selectmen expire, successors shall be elected for terms of three (3) years. The terms of those members currently serving as Selectmen at the time of the adoption of this Act shall be unchanged.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition.

, or do or act anything in relation thereto.

**Proposed by: TOWN MANAGER AD HOC LEGISLATIVE COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article would expand the Board of Selectmen from three to five members.*

**MOTION MADE:** That the Town vote to approve a Special Act that shall expand the Board of Selectmen from three members to five members and to authorize the Board of Selectmen to petition the General Court for passage of same as printed in the warrant.

**MOTION PASSED:** YES: 131 NO: 30

**Presentation by John F. Rooney, III on the Budget Articles.**

**Presentation by John M. Wood, Chairman of the Advisory Committee.**

*ARTICLE 10*: To see if the Town will vote to raise a sum of money as may be necessary for the Town's use, and make appropriations of the same, or do or act anything in relation thereto.

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 9 through 21)***

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *See budget report including Advisory Committee and Board of Selectmen's FY14 recommendations.*

**MOTION MADE**: To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

## *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | 50 | |
| 52000-58990 Other Charges and Expenses | 20 | 0 | 25 | 25 | 25 | |
| MODERATOR TOTAL | 70 | 50 | 75 | 75 | 75 | 0.00% |

### *121-129 Executive*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 2,400 | 2,400 | 2,400 | 2,400 | 2,400 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 269,306 | 277,159 | 280,566 | 296,308 | 296,308 | |
| 52000-58990 Other Charges and Expenses | 86,614 | 80,185 | 89,589 | 87,360 | 87,360 | |
| BOARD OF SELECTMEN TOTAL | 355,920 | 357,344 | 370,155 | 383,668 | 383,668 | 3.65% |
| *Utility Adjustment* | | | | | *(29,850)* | |
| ADJUSTED TOTAL | | | | | 353,818 | |

### *131-149 Financial Administration*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 108 | 150 | 150 | 275 | 275 | |
| ADVISORY COMMITTEE TOTAL | 108 | 150 | 150 | 275 | 275 | 83.33% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | | |
| 52000-58990 Other Charges and Expenses | 2,500 | 163,191 | 150,000 | 150,000 | 150,000 | |
| RESERVE FUND TOTAL | 2,500 | 163,191 | 150,000 | 150,000 | 150,000 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | | |
| 51000-51990 Personal Services | 107,879 | 111,755 | 123,583 | 126,596 | 126,596 | |
| 52000-58990 Other Charges and Expenses | 2,247 | 2,738 | 2,705 | 2,705 | 2,705 | |
| TOWN ACCOUNTANT TOTAL | 110,126 | 114,493 | 126,288 | 129,301 | 129,301 | 2.39% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **136 AUDIT** | | | | | | |
| 52000-58990 Other Charges and Expenses | 23,500 | 27,000 | 30,250 | 25,500 | 25,500 | |
| AUDIT TOTAL | 23,500 | 27,000 | 30,250 | 25,500 | 25,500 | -15.70% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 145,156 | 138,296 | 144,171 | 144,935 | 144,935 | |
| 52000-58990 Other Charges and Expenses | 28,025 | 31,043 | 27,230 | 27,600 | 27,600 | |
| ASSESSORS TOTAL | 173,181 | 169,339 | 171,401 | 172,535 | 172,535 | 0.66% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | | |
| 51000-51990 Personal Services | 161,007 | 161,218 | 164,780 | 169,169 | 169,169 | |
| 52000-58990 Other Charges and Expenses | 11,853 | 11,038 | 9,902 | 10,335 | 10,335 | |
| TREASURER/COLLECTOR TOTAL | 172,860 | 172,256 | 174,682 | 179,504 | 179,504 | 2.76% |

***151-159 Operations Support***

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **151 LEGAL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 91,608 | 89,942 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 91,608 | 89,942 | 95,000 | 95,000 | 95,000 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | | |
| 51000-51990 Personal Services | 1,000 | 0 | 1,140 | 0 | 0 | |
| 52000-58990 Other Charges and Expenses | 4,477 | 5,195 | 7,300 | 8,440 | 8,440 | |
| PERSONNEL BOARD TOTAL | 5,477 | 5,195 | 8,440 | 8,440 | 8,440 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 41,971 | 38,553 | 55,000 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 41,971 | 38,553 | 55,000 | 55,000 | 55,000 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | | |
| 51000-51990 Personal Services | 2,800 | 2,800 | 4,000 | 4,000 | 4,000 | |
| 52000-58990 Other Charges and Expenses | 167,199 | 169,334 | 173,225 | 173,206 | 173,206 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 169,999 | 172,134 | 177,225 | 177,206 | 177,206 | -0.01% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **159 OTHER OPERATION SUPPORT** | | | | | | |
| 52000-58990 Other Charges and Expenses (1) | 0 | 0 | 0 | 0 | 338,043 | |
| OTHER OPERATION SUPPORT TOTAL | 0 | 0 | 0 | 0 | 338,043 | |

***New Budget***

*(1) Utilities consolidated from budgets shown with a utility adjustment*

***160-169 Licensing and Registration***

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 38,110 | 39,254 | 44,254 | 46,467 | 46,467 | |
| ELECTED TOWN CLERK TOTAL | 38,110 | 39,254 | 44,254 | 46,467 | 46,467 | 5.00% |

**AMENDMENT MADE:** To reduce the Elected Town Clerk salary to $45,361.

**AMENDMENT DEFEATED.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 48,474 | 50,503 | 51,511 | 50,960 | 50,960 | |
| 52000-58990 Other Charges and Expenses | 2,247 | 1,665 | 2,925 | 2,925 | 2,925 | |
| TOWN CLERK TOTAL | 50,721 | 52,168 | 54,436 | 53,885 | 53,885 | -1.01% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **162 ELECTIONS & REGISTRATION** | | | | | | |
| 51000-51990 Personal Services | 58,172 | 53,304 | 59,916 | 50,542 | 50,542 | |
| 52000-58990 Other Charges and Expenses | 15,189 | 11,755 | 19,811 | 14,175 | 14,175 | |
| ELECTIONS & REGISTRATION TOTAL | 73,361 | 65,059 | 79,727 | 64,717 | 64,717 | -18.83% |
| *Utility Adjustment* | | | | | *(350)* | |
| ADJUSTED TOTAL | | | | | 64,367 | |

***171-179 Land Use***

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 28,378 | 30,903 | 31,380 | 33,043 | 33,043 | |
| 52000-58990 Other Charges and Expenses | 4,068 | 6,056 | 5,225 | 6,050 | 6,050 | |
| CONSERVATION COMMISSION TOTAL | 32,446 | 36,959 | 36,605 | 39,093 | 39,093 | 6.80% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | | |
| 51000-51990 Personal Services | 110,392 | 123,448 | 124,303 | 126,534 | 124,187 | |
| 52000-58990 Other Charges and Expenses | 12,624 | 5,993 | 6,779 | 6,779 | 6,779 | |
| PLANNING BOARD TOTAL | 123,016 | 129,441 | 131,082 | 133,313 | 130,966 | -0.09% |

**AMENDMENT MADE:** To reduce the Planning Board budget to a new total of $130,966.

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**AMENDMENT PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | | |
| 51000-51990 Personal Services | 10,566 | 10,381 | 10,410 | 10,083 | 10,083 | |
| 52000-58990 Other Charges and Expenses | 2,366 | 2,497 | 3,350 | 2,800 | 2,800 | |
| ZONING BOARD OF APPEALS TOTAL | 12,932 | 12,878 | 13,760 | 12,883 | 12,883 | -6.37% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 100 | 235 | 185 | 185 | |
| OPEN SPACE TOTAL | 0 | 100 | 235 | 185 | 185 | -21.28% |

*191-199 Other*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | | |
| 51000-51990 Personal Services | 270,715 | 264,785 | 282,540 | 288,527 | 288,527 | |
| 52000-58990 Other Charges and Expenses | 149,018 | 188,281 | 176,065 | 186,535 | 186,535 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 419,733 | 453,065 | 458,605 | 475,062 | 475,062 | 3.59% |
| *Utility Adjustment* | | | | | *(49,900)* | |
| ADJUSTED TOTAL | | | | | 425,162 | |

## 200-299 PUBLIC SAFETY

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,482,539 | 1,493,304 | 1,496,536 | 1,550,731 | 1,550,731 | |
| 52000-58990 Other Charges and Expenses | 105,985 | 119,742 | 120,093 | 118,946 | 118,946 | |
| POLICE DEPARTMENT TOTAL | 1,588,524 | 1,613,046 | 1,616,629 | 1,669,677 | 1,669,677 | 3.28% |
| *Utility Adjustment* | | | | | *(30,275)* | |
| ADJUSTED TOTAL | | | | | 1,639,402 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,544,881 | 1,587,428 | 1,635,211 | 1,643,510 | 1,643,510 | |
| 52000-58990 Other Charges and Expenses | 157,577 | 166,656 | 166,260 | 179,808 | 179,808 | |
| FIRE DEPARTMENT TOTAL | 1,702,458 | 1,754,084 | 1,801,471 | 1,823,318 | 1,823,318 | 1.21% |
| *Utility Adjustment* | | | | | *(28,128)* | |
| ADJUSTED TOTAL | | | | | 1,795,190 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 92,799 | 96,153 | 99,080 | 100,946 | 100,946 | |
| 52000-58990 Other Charges and Expenses | 6,108 | 7,287 | 8,075 | 8,000 | 8,000 | |
| BUILDING DEPARTMENT TOTAL | 98,907 | 103,440 | 107,155 | 108,946 | 108,946 | 1.67% |
| *Utility Adjustment* | | | | | *(700)* | |
| ADJUSTED TOTAL | | | | | 108,246 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | | |
| 51000-51990 Personal Services | 2,426 | 2,426 | 2,426 | 2,926 | 2,926 | |
| 52000-58990 Other Charges and Expenses | 183 | 284 | 284 | 6,180 | 6,180 | |
| CIVIL DEFENSE TOTAL | 2,609 | 2,710 | 2,710 | 9,106 | 9,106 | 236.01% |
| *Utility Adjustment* | | | | | *(300)* | |
| ADJUSTED TOTAL | | | | | 8,806 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | | |
| 52000-58990 Other Charges and Expenses | 27,616 | 27,867 | 28,156 | 27,936 | 27,936 | |
| ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL | 27,616 | 27,867 | 28,156 | 27,936 | 27,936 | -0.78% |

## *400-499 PUBLIC WORKS & FACILITIES*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **400, 420 DEPT. OF PUBLIC WORKS** (Highway, Cemetery, Tree) | | | | | | |
| 51000-51990 Personal Services | 927,664 | 794,567 | 898,308 | 906,800 | 906,800 | |
| 52000-58990 Other Charges and Expenses | 1,174,134 | 1,181,075 | 1,180,875 | 1,180,625 | 1,180,625 | |
| DEPT. OF PUBLIC WORKS TOTAL | 2,101,798 | 1,975,642 | 2,079,183 | 2,087,425 | 2,087,425 | 0.40% |
| *Utility Adjustment* | | | | | *(168,400)* | |
| ADJUSTED TOTAL | | | | | 1,919,025 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | | |
| 51000-51990 Personal Services | 370,574 | 365,293 | 385,900 | 388,842 | 388,842 | |
| 52000-58990 Other Charges and Expenses | 865,042 | 1,015,268 | 993,500 | 985,300 | 985,300 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,235,616 | 1,380,561 | 1,379,400 | 1,374,142 | 1,374,142 | -0.38% |

## *500-599 HUMAN SERVICES*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 450 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 90,332 | 92,206 | 95,199 | 91,631 | 91,631 | |
| 52000-58990 Other Charges and Expenses | 45,368 | 44,444 | 42,250 | 45,705 | 45,705 | |
| BOARD OF HEALTH TOTAL | 135,700 | 136,650 | 137,449 | 137,336 | 137,336 | -0.08% |
| *Utility Adjustment* | | | | | *(670)* | |
| ADJUSTED TOTAL | | | | | 136,666 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | | |
| 51000-51990 Personal Services | 166,771 | 183,517 | 188,689 | 193,959 | 193,959 | |
| 52000-58990 Other Charges and Expenses | 29,799 | 22,360 | 25,235 | 27,360 | 27,360 | |
| COUNCIL ON AGING TOTAL | 196,570 | 205,877 | 213,924 | 221,319 | 221,319 | 3.46% |
| *Utility Adjustment* | | | | | *(960)* | |
| ADJUSTED TOTAL | | | | | 220,359 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 116,159 | 119,369 | 122,054 | 125,967 | 125,967 | |
| 52000-58990 Other Charges and Expenses | 5,624 | 7,318 | 7,320 | 10,567 | 10,567 | |
| YOUTH COMMISSION TOTAL | 121,783 | 126,687 | 129,374 | 136,534 | 136,534 | 5.53% |
| *Utility Adjustment* | | | | | *(1,050)* | |
| ADJUSTED TOTAL | | | | | 135,484 | |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | | |
| 51000-51990 Personal Services | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 52000-58990 Other Charges and Expenses | 24,733 | 38,259 | 43,300 | 46,225 | 46,225 | |
| VETERANS' SERVICES TOTAL | 34,733 | 48,259 | 53,300 | 56,225 | 56,225 | 5.49% |
| *Utility Adjustment* | | | | | *(300)* | |
| ADJUSTED TOTAL | | | | | 55,925 | |

## *600-699 CULTURE & RECREATION*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | | |
| 51000-51990 Personal Services | 282,870 | 279,977 | 290,832 | 306,512 | 295,398 | |
| 52000-58990 Other Charges and Expenses | 117,174 | 108,672 | 113,609 | 115,910 | 115,410 | |
| LIBRARY TOTAL | 400,044 | 388,649 | 404,441 | 422,422 | 410,808 | 1.57% |
| *Utility Adjustment* | | | | *(27,160)* | *(27,160)* | |
| ADJUSTED TOTAL | | | | 395,262 | 383,648 | |

***Note: Advisory Committee recommendation at Town Meeting***

**FIRST AMENDMENT MADE:** That the main motion be amended to $393,256.00.

**SECOND AMENDMENT MADE:** To further reduce the Library Budget to a new total of $383, 648.00.

Presentation by Jane Cane, Library Director

**SECOND AMENDMENT DEFEATED.**

**FIRST AMENDMENT PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 98,476 | 101,203 | 102,142 | 104,913 | 104,913 | |
| 52000-58990 Other Charges and Expenses | 24 | 0 | 0 | 0 | 0 | |
| RECREATION COMMISSION TOTAL | 98,500 | 101,203 | 102,142 | 104,913 | 104,913 | 2.71% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 990 | 990 | 990 | |
| HISTORICAL COMMISSION TOTAL | 0 | 0 | 990 | 990 | 990 | 0.00% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | | |
| 52000-58990 Other Charges and Expenses | 1,832 | 1,997 | 2,000 | 2,350 | 2,350 | |
| MEMORIAL DAY TOTAL | 1,832 | 1,997 | 2,000 | 2,350 | 2,350 | 17.50% |

## *700-799 DEBT SERVICE*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **DEBT PRINCIPAL AND DEBT INTEREST** | | | | | | |
| 0100-710-59100 Principal General Fund | 3,183,779 | 3,161,181 | 3,044,036 | 2,941,894 | 2,941,894 | |
| 0161-710-59100 Principal Water Fund | 195,000 | 195,000 | 195,000 | 145,000 | 145,000 | |
| 0100-751-59150 Interest General Fund | 1,077,919 | 958,416 | 765,359 | 655,378 | 655,378 | |
| 0161-751-59150 Interest Water Fund | 54,943 | 46,256 | 41,056 | 35,066 | 35,066 | |
| DEBT PRINCIPAL AND DEBT INTEREST TOTAL | 4,511,641 | 4,360,853 | 4,045,451 | 3,777,338 | 3,777,338 | -6.63% |

## *900-999 UNCLASSIFIED*

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 136,085 | 148,712 | 159,284 | 143,872 | 143,872 | |
| 51710 Unemployment Payments | 17,104 | 59,285 | 90,000 | 55,700 | 55,700 | |
| 51720 Health Insurance | 3,729,860 | 3,910,158 | 3,910,506 | 3,946,106 | 3,946,106 | |
| 51730 Retirement Fund | 998,087 | 1,224,669 | 1,151,932 | 1,196,278 | 1,196,278 | |
| 51740 Life Insurance | 5,722 | 5,941 | 6,071 | 6,312 | 6,312 | |
| 51770 Medicare | 252,635 | 256,846 | 266,526 | 269,549 | 269,549 | |
| 51780 Dental Insurance | 139,940 | 144,483 | 168,186 | 155,941 | 155,941 | |
| 51785 Medicare B Penalty | 0 | 3,341 | 16,000 | 17,000 | 17,000 | |
| 51750 FSA Fees | 0 | 0 | 0 | 3,074 | 3,074 | |
| EMPLOYEE BENEFITS TOTAL | 5,279,434 | 5,753,437 | 5,768,505 | 5,793,832 | 5,793,832 | 0.44% |

| BUDGET NAME | FY 2011 ACTUAL | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 175,848 | 173,539 | 189,705 | 220,708 | 220,708 | |
| LIABILITY INSURANCE TOTAL | 175,848 | 173,539 | 189,705 | 220,708 | 220,708 | 16.34% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 500 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percer Inc./Dec |
|---|---|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS** | | | | | |
| REGULAR DAY PROGRAMS | | | | | |
| **ADMINISTRATION** | | | | | |
| School Committee | 14,016 | 13,600 | 13,600 | 13,600 | |
| Superintendent's Office | 92,572 | 98,642 | 107,223 | 107,223 | |
| Administrative Support | 317,304 | 341,929 | 372,522 | 372,522 | |
| **INSTRUCTION** | | | | | |
| Supervision | 44,867 | 46,600 | 46,600 | 46,600 | |
| Principals | 772,980 | 785,082 | 805,367 | 805,367 | |
| Teaching | 7,172,595 | 7,656,007 | 7,699,381 | 7,699,381 | |
| Professional Development | 85,886 | 93,900 | 93,900 | 93,900 | |
| Textbooks & Materials | 222,108 | 190,002 | 196,347 | 196,347 | |
| Instructional Hardware & Software | 321,611 | 172,607 | 171,431 | 171,431 | |
| Library Services | 239,184 | 225,321 | 249,401 | 249,401 | |
| Instructional Equipment | 26,313 | 61,636 | 53,033 | 53,033 | |
| Guidance Services | 239,510 | 247,147 | 251,404 | 251,404 | |
| **OTHER STUDENT SERVICES** | | | | | |
| Personnel Services | 500 | 500 | 500 | 500 | |
| Health Services | 279,491 | 294,629 | 306,129 | 306,129 | |
| Transportation | 349,851 | 362,710 | 365,244 | 365,244 | |
| Athletics | 23,487 | 31,050 | 29,100 | 29,100 | |
| Student Body Activities | 26,056 | 18,550 | 19,550 | 19,550 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | | |
| Operation of Buildings | 1,174,102 | 1,254,121 | 1,216,852 | 1,216,852 | |
| Maintenance of Buildings | 312,551 | 309,086 | 302,348 | 302,348 | |
| Networking & Telecommunications | 68,188 | 87,414 | 93,689 | 93,689 | |
| **FIXED CHARGES** | | | | | |
| Rentals & Leases | 1,805 | 4,100 | 4,100 | 4,100 | |
| REGULAR DAY PROGRAMS | 11,784,977 | 12,294,633 | 12,397,721 | 12,397,721 | |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS (cont.)** | | | | | |
| SPECIAL EDUCATION PROGRAMS - CHAPTER 766 | | | | | |
| **INSTRUCTION** | | | | | |
| Legal | 3,129 | 5,000 | 5,000 | 5,000 | |
| Administrative Technology | 2,702 | 2,800 | 2,800 | 2,800 | |
| Director | 130,371 | 128,811 | 128,811 | 128,811 | |
| Teaching | 2,690,141 | 3,049,605 | 3,221,249 | 3,221,249 | |
| Professional Development | 3,455 | 2,200 | 1,900 | 1,900 | |
| Instructional Technology | 6,576 | 9,750 | 9,250 | 9,250 | |
| Psychological Services | 272,179 | 335,915 | 321,131 | 321,131 | |

| | | | | | |
|---|---|---|---|---|---|
| **OTHER STUDENT SERVICES** | | | | | |
| Health Services | 92,688 | 43,800 | 92,000 | 92,000 | |
| Transportation Sped | 390,590 | 317,221 | 410,000 | 410,000 | |
| **OPERATION AND MAINTENANCE OF EQUIPMENT** | | | | | |
| Operation of Equipment | 6,310 | 9,000 | 9,000 | 9,000 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | | |
| Tuition, Out | 1,274,631 | 708,478 | 789,443 | 789,443 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | | |
| Assabet Collaborative Assessment | 1,750 | 1,750 | 1,750 | 1,750 | |
| Tuition Out, Collaborative | 215,066 | 91,029 | 281,437 | 281,437 | |
| SPECIAL EDUCATION - CHAPTER 766 | 5,089,588 | 4,705,359 | 5,273,771 | 5,273,771 | |

**SUMMARY**

| | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 11,784,977 | 12,294,633 | 12,397,721 | 12,397,721 | |
| SPECIAL EDUCATION - CHAPTER 766 | 5,089,588 | 4,705,359 | 5,273,771 | 5,273,771 | |
| **GRAND TOTAL OPERATING BUDGET** | **16,874,565** | **16,999,992** | **17,671,492** | **17,671,492** | 3.95% |

**BUDGET PASSED BY MAJOITY VOTE.**

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **02 ALGONQUIN REGIONAL HIGH SCHOOL** | | | | | |
| REGULAR DAY PROGRAMS | | | | | |
| **ADMINISTRATION** | | | | | |
| School Committee | 63,074 | 59,683 | 59,683 | 59,683 | |
| Superintendent's Office | 95,011 | 98,442 | 107,485 | 107,485 | |
| Administrative Support | 322,892 | 342,993 | 375,996 | 375,996 | |
| **INSTRUCTION** | | | | | |
| Supervision | 77,696 | 82,185 | 83,181 | 83,181 | |
| Principals | 618,193 | 624,578 | 666,510 | 666,510 | |
| Teaching | 7,047,448 | 7,361,067 | 7,668,096 | 7,668,096 | |
| Professional Development | 55,221 | 65,175 | 65,175 | 65,175 | |
| Textbooks & Materials | 151,772 | 139,010 | 146,979 | 146,979 | |
| Instructional Hardware & Software | 23,763 | 31,772 | 39,732 | 39,732 | |
| Instructional Equipment | 12,914 | 18,767 | 20,087 | 20,087 | |
| Library Services | 138,378 | 143,441 | 145,697 | 145,697 | |
| Guidance Services | 580,680 | 579,630 | 718,078 | 718,078 | |
| **OTHER STUDENT SERVICES** | | | | | |
| Testing | 250 | 1,000 | 0 | 0 | |
| Health Services | 127,082 | 138,975 | 144,453 | 144,453 | |
| Transportation | 1,035,362 | 1,084,729 | 1,102,185 | 1,102,185 | |
| Athletics/Student Body Activities | 459,010 | 422,830 | 450,402 | 450,402 | |
| Other Student Activities | 4,500 | 4,500 | 7,500 | 7,500 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | | |
| Operation of Buildings | 1,195,635 | 1,255,607 | 1,313,905 | 1,313,905 | |
| Maintenance of Buildings | 256,418 | 268,600 | 292,600 | 292,600 | |
| Payment for Local Northboro Services | 47,329 | 45,000 | 45,000 | 45,000 | |
| Networking & Telecommunications | 91,495 | 103,586 | 49,442 | 49,442 | |

| | | | | | |
|---|---|---|---|---|---|
| **FIXED CHARGES** | | | | | |
| Rentals and Leases | 73,726 | 68,771 | 73,771 | 73,771 | |
| Insurance | 2,674,194 | 2,866,785 | 2,823,611 | 2,823,611 | |
| Retirement Liability | 276,510 | 252,236 | 257,964 | 257,964 | |
| - | | | | | |
| **NEW EQUIPMENT** | | | | | |
| New Equipment | 19,637 | 25,600 | 100,000 | 100,000 | |
| **TUITION, OTHER PUBLIC SCHOOLS** | | | | | |
| School Choice | 207,906 | 134,429 | 190,000 | 190,000 | |
| REGULAR DAY PROGRAMS | 15,656,096 | 16,219,391 | 16,947,532 | 16,947,532 | |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL (cont.)** | | | | | |
| SPECIAL EDUCATION PROGRAMS - CHAPTER 766 | | | | | |
| **ADMINISTRATION** | | | | | |
| Legal Services | 10,972 | 4,000 | 6,500 | 6,500 | |
| Adminsitrative Technology | 2,198 | 2,800 | 2,800 | 2,800 | |
| **INSTRUCTION** | | | | | |
| Director | 109,746 | 110,614 | 110,633 | 110,633 | |
| Teaching | 799,504 | 1,192,197 | 1,263,047 | 1,263,047 | |
| Professional Development | 3,234 | 2,600 | 2,600 | 2,600 | |
| Textbooks | 198 | 1,500 | 1,000 | 1,000 | |
| Instructional Technology | 3,124 | 6,500 | 6,000 | 6,000 | |
| Psychological Services | 191,281 | 110,902 | 114,211 | 114,211 | |
| **OTHER STUDENT SERVICES** | | | | | |
| Health Services | 18,003 | 14,300 | 17,800 | 17,800 | |
| **OPERATION AND MAINTENANCE OF BUILDINGS** | | | | | |
| New Equipment | 2,052 | 1,500 | 1,500 | 1,500 | |
| Equipment Maintenance | 104 | 500 | 500 | 500 | |
| **PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS** | | | | | |
| Tuition, Out | 204,174 | 383,889 | 392,426 | 392,426 | |
| Transportation | 267,596 | 298,533 | 275,000 | 275,000 | |
| **PROGRAMS, MEMBER OF COLLABORATIVE** | | | | | |
| Assabet Collaborative Assessment | 1,750 | 2,000 | 2,000 | 2,000 | |
| Tuition Out, Collaborative | 77,949 | 174,190 | 97,230 | 97,230 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,691,885 | 2,306,025 | 2,293,247 | 2,293,247 | |

SUMMARY

| | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| REGULAR DAY PROGRAMS | 15,656,096 | 16,219,391 | 16,947,532 | 16,947,532 | |
| SPECIAL EDUCATION - CHAPTER 766 | 1,691,885 | 2,306,025 | 2,293,247 | 2,293,247 | |
| GRAND TOTAL OPERATING BUDGET | 17,347,981 | 18,525,416 | 19,240,779 | 19,240,779 | 3.86% |

| | NON EXEMPT | EXEMPT | TOTAL | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **FY 2014 SOUTHBOROUGH ASSESSMENT** | **6,504,325** | **477,758** | **6,982,083** | **6,982,083** | **-5.96%** |

**BUDGET PASSED UNANIMOUSLY.**

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2014 BUDGET & ASSESSMENTS

RSC VOTED 2-27-13

| | | | 58.39% Northboro | 41.61% Southboro |
|---|---|---|---|---|
| | | | - | - |
| **Step 1** | | | | |
| FY 2014 Proposed Budget | | 19,240,779.00 | | |
| Less Transportation | 1,082,185.00 | | | |
| SPED Transportation | 275,000.00 | 1,357,185.00 | | |
| Less Fixed Charges | | 0.00 | | |
| Net School Spending | | 17,883,594.00 | | |
| Less revenues | | 20,000.00 | | |
| Subtotal | | 17,863,594.00 | | |
| Less Chapter 70 Aid - preliminary | | 2,974,671.00 | | |
| Less State ward reimbursement | | 0.00 | | |
| Net Budget | | 14,888,923.00 | | |
| Step 2 | | | | |
| Minimum Local Contribution required by Ed Reform | | 12,057,560.00 | 6,918,825.00 | 5,138,735.00 |
| **Step 3** | | | | |
| Difference between Min. Contrib. & Net budget balance | | 2,831,363.00 | | |
| **Step 4** | | | | |
| Apportion Step 3 amount by agreement | | | 1,653,232.86 | 1,178,130.14 |
| **Step 5** | | | | |
| Transportation Budget | 1,357,185.00 | | | |
| Less Aid to Transportation Preliminary | 506,669.00 | 850,516.00 | 496,616.29 | 353,899.71 |
| **Step 6** | | | | |
| Other Operational Costs | 0.00 | | | |
| Less Revenues | 0.00 | 0.00 | | |
| **Step 7** | | | | |
| Debt Payments Not Exempt from Proposition 2 1/2 | | 0.00 | 0.00 | 0.00 |
| **Step 8** | | | | |
| Total assessments, Minimum local contribution plus apportionments | | 15,739,439.00 | 9,068,674.15 | 6,670,764.85 |
| **Step 9** | | | | |
| Excess & Deficiency | | 400,000.00 | 233,560.00 | 166,440.00 |
| **FY2014 Assessment Not Exempt from Proposition 2 1/2** | | 15,339,439.00 | 8,835,114.15 | 6,504,324.85 |
| **Step 10** | | | | |
| Debt Payments Exempt from Proposition 2 1/2 | | 1,137,518.76 | 659,760.88 | 477,757.88 |
| **Total FY2014 Assessment** | | 16,476,957.76 | 9,494,875.03 | 6,982,082.73 |

## NORTHBOROUGH-SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
## FY2014 BUDGET & ASSESSMENTS

RSC VOTED 2-27-13

**Assessment Comparison**

**Northborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2014 Assessment | 8,835,114.15 | 659,760.88 | 9,494,875.03 |
| FY2013 Assessment | 8,033,222.65 | 1,289,094.27 | 9,322,316.92 |
| Dollar Increase | 801,891.50 | -629,333.39 | 172,558.11 |
| Percent increase | 9.98% | -48.82% | 1.85% |

**Southborough**

| | Non Exempt | Exempt | Total |
|---|---|---|---|
| FY2014 Assessment | 6,504,324.85 | 477,757.88 | 6,982,082.73 |
| FY2013 Assessment | 6,517,221.35 | 906,977.73 | 7,424,199.08 |
| Dollar Increase | -12,896.50 | -429,219.85 | -442,116.35 |
| Percent increase | -0.20% | -47.32% | -5.96% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | | | | |
| Southboro Operating Assessment | 152,121 | 251,361 | 250,051 | 250,051 | |
| Renovation Project - Capital Assessment | 0 | 0 | 276 | 276 | |
| SOUTHBORO ASSESSMENT | 152,121 | 251,361 | 250,327 | 250,327 | -0.41% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 BUDGET | FY 2014 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | | | |
| Tuition/Transportation Assessment | 0 | 31,027 | 49,595 | 49,595 | |
| NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL | 0 | 31,027 | 49,595 | 49,595 | 59.84% |

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed **$45,121,762** as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | 15,000.00 |
| Transfer from Free Cash | 1,401,153.00 |
| Transfer from Overlay Reserve | 278,700.00 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 200,000.00 |
| Transfer from Aerial Ladder Donation Fund | 32,000.00 |
| Transfer from Septic Betterment Fund | 62,870.00 |
| Transfer from Premium Reserve | 218.00 |
| Transfer from Reserve SBAB Fund Balance | 19,644.00 |
| Transfer from Water Reserve | 65,000.00 |

That the balance of $43,056,785 be raised and appropriated.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 11*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| # | ITEM | TOTAL | Recommend ADVISORY | Recommend SELECTMEN |
|---|---|---|---|---|
| 1. | Senior Center Generator | **$152,000** | Support | Support |
| 2. | Trottier Electrical | **$30,000** | Support | Support |
| 3. | Fire Department Gear | **$78,300** | Support | Support |
| 4. | Fire Dept. Breathing Apparatus | **$20,736** | Support | Support |
| 5. | Fire Dept. Ambulance | **$200,000** | At Town Mtg | Support |
| 6. | Assessors Inspections | **$62,200** | Support | Support |
| 7. | Police Cruisers (2) | **$76,800** | Support | Support |
| 8. | Police Lockers (22) | **$28,828** | Support | Support |
| 9. | Phone System | **$17,600** | Support | Support |
| 10. | DPW Equipment & Repair | **$207,500** | Support | Support |
| 11. | DPW Roads | **$300,000** | Support | Support |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: See above**
**Advisory Committee Recommendation: See above**
**Summary:**

1. ***$152,000*** *for a generator at the Senior Center for IT, vaccine, and emergency purposes. A reimbursable grant will offset75% of this cost.*
2. ***$30,000*** *for Trottier School electrical upgrades which would allow the school to add outlets and lighting for emergency shelter purposes.*
3. ***$78,300*** *for Fire Department turnout gear which will be funded from ambulance fund revenue, not tax levy funds.*
4. ***$20,736*** *for Fire Dept self contained breathing apparatus which includes 18 thirty minute SCBA cylinders funded from the ambulance fund.*
5. ***$200,000*** *for Fire Department ambulance per the replacement schedule funded from the ambulance fund.*
6. ***$62,200*** *to fund a DOR required re-inspection program for real estate parcels. Funded by overlay account.*
7. ***$76,800*** *for two Police cruisers per the regular replacement schedule.*
8. ***$28,828*** *for the purchase of 22 Police lockers replacing 30+ year old lockers in disrepair.*
9. ***$17,600*** *for a replacement phone system that is 14 years old and which will reduce the number of phone lines.*
10. ***$200,000*** *to replace a 2003 Sterling dump sander which no longer has replacement parts available, and* ***$7,500*** *for repairs on the 2000 Ford cemetery dump truck (repairs include the dump hoist and metal/painting work).*
11. ***$300,000*** *for the annual request for road maintenance in conjunction with Chapter 90 state funding for roads.*

**AMENDMENT MADE:** To divide those Capital Articles that were not held.

**AMENDMENT PASSED BY MAJORITY VOTE.**

**MOTION MADE:** That the Town vote to raise and appropriate the sums of:
$152,000 for the Senior Center generator
$30,000 for electrical work at Trottier School
$76,800 for 2 police cruisers and associated equipment
$28,828 for lockers at the Police Department
$17,600 for the new phone system
$207,500 for DPW equipment
And $300,000 for maintenance of Town roads;

And to transfer from overlay surplus $62,200 for Assessors' re-inspection program for real estate values

And to further transfer from Receipts Reserve Ambulance Fund:
$99,036 for Fire Department equipment, and
$200,000 for Fire Department ambulance.

**AMENDMENT MADE:** That the Town vote to approve $152,000 for the Senior Center Generator.

**AMENDMENT PASSED UNANIMOUSLY.**

**AMENDMENT MADE:** That the Town vote to approve $76,800 for 2 Police Cruises.

**AMENDMENT PASSED UNANIMOUSLY.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 12*: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of $4,000.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article which provides for revolving funds must be approved annually and will cover the costs of the programs as described above.*

**MOTION MADE:** That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to re-authorize the use of a revolving fund for the following purposes numbered 1-8 in the warrant and to further establish a revolving account for Tobacco Control, see Number 9 in the warrant.

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of $4,000.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 13*: To see if the Town will vote to approve Assabet Regional Vocational School District's establishment of a Reserve Fund for Compensated Absences for Employees Terminating Employment per provisions of MGL Ch. 40, Section 13D, or do or act anything in relation thereto.

**Proposed by: ASSABET VALLEY REGIONAL SCHOOL COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article would establish a revolving fund for the Assabet Valley School District. There is no separate appropriation associated with this article.*

**MOTION MADE:** That the Town vote to approve the establishment of a reserve fund for the Assabet Regional Vocational School District for compensated absences of employers terminating employment per provisions of MGL Chapter 40, Section 13D.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 14***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE:** That the Town vote to raise and appropriate $29,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 15***: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, $87,071 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**MOTION MADE:** That the Town vote to raise and appropriate, $87,071 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 16***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds and appropriate the sum of $25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Funding for special legal counsel assisting the Town in the suit filed by Northborough regarding the regional school debt assessment.*

**MOTION MADE:** That the Town raise and appropriate the sum of $25,000 for legal fees associated with the legal suit with Northborough over the Algonquin reimbursement formula.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 17***: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2014 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Mass. General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $272,101.89 |
| State Match (projected State match)...................................................... | $68,025.47 |
| Total Projected Revenue........................................................................ | **$340,127.36** |

**Set Aside- Open Space**

$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

$34,012.74 to be set aside, held in the Community Preservation Fund, and spent in FY2014 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

$17,006.37 to defray the administrative and operating expenses of the Community Preservation Committee in FY2014 for the Community Preservation Fund (discretionary)

**FY 2012 Interest/Adjustments**

To accept $24,000.00 of interest/adjustments received in FY013 and to set aside 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

$ 2,400.00 Set Aside – Open Space
$ 2,400.00 Set Aside – Community Housing
$ 2,400.00 Set Aside – Historic Preservation
$ 16,800 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2013 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 18***: To see if the Town will vote to appropriate $204,076.41 ($36,412.74 from the Open Space Reserve Fund, and $167,663.68 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $204,076.41 (of which $36,412.74 will be from the Open Space Reserve Fund, and $167,663.67 will be from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 19***: To see if the Town will vote to appropriate $51,062 from the CPA Historic Preservation Fund to fund the Southborough Town Clerk's project to preserve the Town House records. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee in conjunction with the Town Clerk, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *Paul J. Berry, Town Clerk, who has presided over the Town's records for many years, will be responsible for this project in which public records will be preserved. Unless this is done, important records will continue to deteriorate and will eventually become illegible.*

**MOTION MADE:** That the Town vote to appropriate the sum of $51,062 from the CPA Historic Preservation Fund to fund the Southborough Town Clerk's project to preserve the Town House records. Monies will be used for the preservation and microfilming of historic town records; said funds to be expended under the direction of the Community Preservation Committee in conjunction with the Town Clerk.

**AMENDMENT MADE:** That this article be indefinitely postponed.

**AMENDMENT PASSED BY MAJORITY VOTE.**

*ARTICLE 20*: To see if the Town will vote to appropriate $8,600 from the CPA Historic Preservation Fund to fund the restoration of the brick path way to the Southborough Library. Monies will be used to restore the brick path way to its original condition; said funds to be expended under the direction of the Community Preservation Committee, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *Phil Rinehart, Facilities Manager, will oversee the project. Funds are requested due to the current safety hazards of the uneven walkway.*

**MOTION MADE:** That the Town vote to appropriate $8,600 from the CPA Historic Preservation Fund to fund the restoration of the brick path way to the Southborough Library. Monies will be used to restore the brick path way to its original condition; said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 21*: To see if the Town will vote to delete Sections 9-2 through 9-7, Capital Committee, of the Southborough Code and support an internal Capital Committee comprised of the Town Administrator, Town Accountant, Finance Director, and other members as deemed appropriate by the Board of Selectmen, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would disband the current Capital Budget Committee. The Board of Selectmen would like to bring this process internal. It will be managed by the Town Administrator, Finance Director, Town Accountant, and other participants as needed.*

**MOTION MADE:** That the Town vote to delete Sections 9-2 through 9-7, Capital Committee, of the Southborough Code.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 22*: To see if the Town will vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, and further to raise and appropriate or transfer from available funds and appropriate a sum of money to be deposited into the Fund, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article requests that the Town accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund. The statute, if accepted, is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and "Other Post-Employment Benefits" (or "OPEB") liabilities.*

*Once the statute is accepted, the Town may appropriate amounts to be credited to the fund. Any interest or other income generated by the fund shall be added to and become part of the fund. All monies held in the fund shall be segregated from other funds and may only be used for health insurance-related expenses. The custodian of the fund is the Town Treasurer.*

**MOTION MADE:** That the Town vote to accept the provisions of Chapter 32B, Section 20 of the Massachusetts General Laws relative to establishing an Other Post-Employment Benefits Liability Trust Fund, known as OPEB, and further to raise and appropriate the sum of$50,000 to be deposited into the Fund.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 23*: To see if the Town will vote to establish an Enterprise Fund for solid waste disposal operations pursuant to the provisions of M.G.L. Ch. 44, §53F ½, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would permit the Town to operate an enterprise fund for its trash collection and processing. This fund operates on a self funded basis where user fees are intended to finance the operation without tax levy funding, and any excess funds at the end of the year remain within the fund to be applied to future expenses for trash collection and processing only.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 24*: To see if the Town will vote to amend the Code of the Town of Southborough by adding to Chapter 133 entitled Peddlers and Solicitors, the following Sections 133-3 through 133-11, as authorized by Chapter 256 of the Acts of 2010, and codified into the Massachusetts General Laws as Chapter 6, 172 , §B 1/2, to enact the following by-law enabling the Police Department to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for or in possession of certain licenses including but not limited to those engaged in the business of Hawking and Peddling or other Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors, to adopt appropriate policies and procedures to effectuate the purposes of this by-law.

**Criminal History Check Authorization**

133-3 The Police Department may conduct State and Federal Fingerprint Based Criminal History check for individuals applying for or in possession of certain licenses including but not limited to those engaged in the business of Hawking and Peddling or other Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors.

133-4 An applicant, employee or volunteer seeking to engage in the above employment shall submit, if required by the licensing authority, fingerprints taken by the Police Department along with a fee of One Hundred Dollars [$100].

133-5 Upon receipt of the fingerprints and the appropriate fee, the Police Department will transmit the fingerprints to the State Police Identification Unit through the Department of Criminal Justice Information Services (DCJIS), formerly the Criminal History System Board (CHSB). The State Police will compare the subject's fingerprints against its criminal file and then submit the fingerprints to the Federal Bureau of Investigation (FBI) for a comparison with national records. The results of the FBI check will be returned to the State Police, which will then disseminate the state and national results back to the Police Department.

133-6 In rendering a fitness determination, the Police Department will decide whether the record subject has been convicted of or is under pending indictment for a crime, which bears upon his/her ability or fitness to serve in that capacity, any felony or a misdemeanor, which involved force or threat of force, controlled substances, or was a sex-related offense.

133-7 A record subject may request and receive a copy of his/her criminal history record from the Police Department. Should the record subject seek to amend or correct his/her record, he/she must contact CHSB for a state record or the FBI for records from other jurisdictions maintained in its file.

133-8 Police Department shall establish, by rule or regulation, a civilian fingerprinting system for the purpose of conducting state and national criminal history records checks of persons applying for certain licensures within the Town. Any person applying for a license for the following activities within the Town is required to submit with the application a full set of fingerprints taken by the Police Department within 6 months prior to the date of application:

- Hawking and Peddling or other Door-to-Door Salespeople;
- Pawn Dealers;
- Hackney Drivers; and,
- Ice Cream Truck Vendors.

133-9 A person applying for a license and who is required to submit a full set of fingerprints to the licensing authority, pursuant to Paragraph 133-3 of this section, may request and receive a copy of their criminal history records from the Police Department. Should the license applicant seek to amend or correct their record, they must contact the CHSB, or its successor, for a state record or the FBI for records from other jurisdictions maintained in its file.

133-10 The fee charged to the applicant by the Police Department for the purpose of enforcing this section shall be One Hundred Dollars [$100] for each application. A portion of the fee, as specified in Chapter 172B of the Massachusetts General Laws, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Police Department for costs associated with the administration of the fingerprinting system.

133-11 The Town or any of its officers, departments, boards, committees or other licensing authorities is hereby authorized to deny any application for, or to revoke or suspend any license or permit, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the licensing authority after notice and hearing, due to information obtained pursuant to this by-law.

, or do or act anything in relation thereto.

**Proposed by: POLICE CHIEF**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will enable the police department to conduct State and Federal Fingerprint Based Criminal History checks for Door-to-Door Salespeople, Pawn Dealers, Hackney Drivers, and Ice Cream Truck Vendors before they engage in business, for the safety of the public.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To bring Article 27 forward in order to indefinitely postpone.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 27***: To see if the Town will accept a parcel of land located off Fisher Road and Barn Lane as open space. Said parcel consists of 7.66 acres or 333,554 square feet and is shown on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA" prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised through January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Town to accept as open space, a 7.657 acre parcel of land off Nipmuc Lane. This was part of the conditions of the Barn Hollow subdivision approval by the Planning Board on November 5, 2001.*

**MOTION MADE:** That this article be indefinitely postponed

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 25***: To see if the Town will vote to accept as a public way Barn Lane, together with drainage easements and a drainage and landscape easement shown and described on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The purpose of this article is to accept Barn Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept Barn Lane as a public way, together with drainage easements and landscape easements.

Requires a 2/3 vote

**MOTION DEFEATED:** 3 in favor, 78 opposed

***ARTICLE 26***: To see if the Town will vote to accept as a public way Nipmuc Lane shown and described on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The purpose of this article is to accept Nipmuc Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept Nipmuc Lane as a public way.

Requires a 2/3 vote

**AMENDMENT MADE:** That this article be indefinitely postponed.

**AMENDMENT PASSED UNANIMOUSLY.**

**At 11:15PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

# TOWN OF SOUTHBOROUGH
# SPECIAL TOWN MEETING
# OCTOBER 7, 2013

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, October 7, 2013 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 167 voters were present.

**Checkers:**

**Alice B. Gaffney**
**Linda C. Hubley**
**Doriann M. Jasinski**
**Lidia A. Kiley**
**Delia A. Mulvaney**
**Karen A. White**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Desiree Aselbekian** | **137 Woodland Road** |
| **Mary C. Boland** | **35 East Main Street** |
| **Timothy W. Martel** | **7 Bantry Road** |
| **Barbara A. Murphy** | **202 Cordaville Road** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:11pm.**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Charles Francis Hamel** – Animal Control Officer for 25 years and Special Police Officer
**Frank J. Mattioli** – Police Chief for 27 years
**Margaret Rossi** – Water Department Secretary

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Special Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Audrey Alenson, School Department**
**Brian Ballantine, Finance Director**
**Jennifer Burney, Town Planner**
**Jane Cain, Library Director**
**Karen Galligan, DPW Superintendent**
**Vanessa D. Hale, Assistant Town Administrator**
**Sean James, Police Lieutenant**
**Michelle A. Jenkins, Assistant Town Clerk**
**Heidi Kriger, Town Accountant**
**Pamela LeFrancois, Senior Center Director**
**Joseph Mauro, Fire Chief**
**Jane T. Moran, Police Chief**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Mark J. Purple, Town Administrator**
**Beth Rosenblum, Conservation Commission**
**Laurie Sugarman-Whittier, Youth and Family Services Director**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To see if the Town will vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following text, or do or act anything in relation thereto:

(1) In § 174-9, add a new subsection J as follows:

"J. Medical Marijuana

(1) General Provisions

(a) Purpose and Intent. This section is enacted in order to serve the compelling interests of the Town to address possible public health, safety and quality of life effects related to the location and operation in the Town of a Registered Marijuana Dispensary or any other activities permitted or related to Chapter 369 of the Acts of 2012 (an Act for the Humanitarian Medical Use of Marijuana). This section establishes specific zoning standards and regulations for the limited establishment of any Registered Marijuana Dispensary in appropriate places and under strict conditions, for medical marijuana infused products, medical marijuana paraphernalia, and medical marijuana dispensing and cultivation (either related to a Registered Marijuana Dispensary or the personal cultivation by qualified patients or by personal caregivers on the behalf of qualified patients). It is the intent of this section to minimize impacts on adjacent properties, residential neighborhoods, schools and other places where children congregate, local historic districts, and other land uses potentially incompatible with medical marijuana activities.

(b) Applicability. No Registered Marijuana Dispensary or related use shall be established except in full compliance with the provisions of the State Department of Public Health (DPH) regulations for medical marijuana as promulgated in the Code of Massachusetts Regulations (105 CMR 725) and this § 174-9(J). The cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of marijuana for medical use is prohibited unless permitted hereunder.

(c) Special terms used in this § 174-9(J) shall have the meanings defined in the DPH regulations for medical marijuana (105 CMR 725.004).

(d) Nothing in this § 174-9(J) shall be construed to supersede any federal or state laws governing the sale, distribution or consumption of narcotic drugs. If the application of any provision of this § 174-9(J) shall be held invalid, the remainder hereof shall not be affected thereby, and to this end the provisions of this § 174-9(J) are severable.

(2) Basic requirements.

(a) The Board of Appeals may grant a special permit for a Registered Marijuana Dispensary only in the Industrial Park District (as identified in § 174-8.6(C)(15)), and only upon compliance with the following requirements:

(i) No applicant shall have been convicted of violating the provisions of Massachusetts General Laws c. 119, § 63, or c. 94C, or similar laws in other jurisdictions.

(ii) The applicant has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.

(iii) No Registered Marijuana Dispensary or cultivation activities shall be located less than one thousand (1,000) linear feet of a property line from a residential zoning district, school, library, church or other religious use, child care facility, park, playground, or any establishment licensed under the provisions of Massachusetts General Laws c. 138, § 12. The distance of one thousand (1,000) linear feet shall be measured from all property lines of the proposed facility.

(iv) Any permitted Registered Marijuana Dispensary site shall comply with the requirements of the Town's Sign bylaw at all times and, upon penalty of special permit revocation, shall not use any advertising material that is misleading, deceptive, false, or that is designed to appeal to minors. Off-site signage or advertising in any form (including billboards) is prohibited.

(v) No activities, products or treatment occurring within or on the premises of a Registered Marijuana Dispensary shall be displayed in the windows or on the building thereof, or be visible to the public from the pedestrian sidewalks or walkways or from other areas, public or semi-public, outside such facility or premises.

(b) No person shall be deemed to have any entitlement or vested rights to permitting under this bylaw by virtue of having received any prior permit from the Town of any kind, including prior permitting under this bylaw.

(3) Term of Special Permit. Any special permit issued pursuant to this § 174-9(J) shall be valid for a period of two (2) years from the date of issuance. Any renewal of a special permit shall be governed by the then-existing standards and procedures set forth in this bylaw, and any regulations adopted pursuant thereto by the Planning Board."

(2) In § 174-8.6(C), add a new subsection (15) as follows:

"(15) Registered Marijuana Dispensary as defined in 105 CMR 725.004."

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation:** At Town Meeting
**Advisory Committee Recommendation:** At Town Meeting
**Summary:** *This article would establish a new bylaw to regulate the location of marijuana dispensary sites in Town. The article is consistent with bylaws passed by other communities in the Commonwealth of Massachusetts for the same purpose, and similar language has been approved previously by the Attorney General's Office.*

**MOTION MADE:** That the Town vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adding a new subsection "J. Medical Marijuana", as printed in the warrant.

**AMENDMENT MADE:** That the Town vote to amend the main motion by adding the following words, "the Industrial District (as identified in § 174-8.7(c)(14)), and the Business Highway District (as identified in § 174-8.5(c)(14))", before the words, "and only upon compliance…".

**AMENDMENT DEFEATED BY MAJOITY VOTE.**

**AMENDMENT MADE:** That the Town vote to amend the main motion by, striking one-thousand (1,000) linear feet in § 174-9 J (2)(a)(iii) and replace it with five hundred (500) linear feet in the second and fifth line of said paragraph.

**AMENDMENT PASSED BY MAJOITY VOTE.**

**AMENDMENT MADE:** That this article be indefinitely postponed.

**AMENDMENT PASSED:** 83 in favor, 67 opposed

*ARTICLE 2*: To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL; or do or act anything in relation thereto.

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A **through H** ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

### SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week, (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan, the By-Laws of the Town, or any collective bargaining agreement in force (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F, G **and H** of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment less than **20 hours per week**.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any Position under any title other than those of the Classification Schedule for which the duties are actually performed. The Position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan.

## SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at **11:59** p.m. a week the following Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

## SECTION 7. ADJUSTMENT POLICIES

a. Every employee that is in Continuous Full-Time **or Part-Time** service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one **increase** in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees. Upon receiving such approvals, the Personnel Board shall have final review and approval of all adjustments, in advance. An evaluation of the employee's performance, in format approved by the Personnel Board, must accompany a letter requesting a merit increase. An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

## SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time **an** increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a probationary period before the promotional increase **[not to exceed the percentage increase voted for that fiscal year]**, then the Personnel Board may approve such a deferred promotional increase at the conclusion of the probationary period (which shall not exceed six months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase **based on the approved annual percentage set by the Personnel Board,** provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period **benefit eligible** employee**(s)** nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

## SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

## SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town from year to year)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay the following week in lieu of holiday pay, with the specific choice of day subject to Department Head approval.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

**Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full time employment with the Town.**

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three week's vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year **one year's worth of** earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual **work-related** circumstances that warrant it, a **department head** may **seek** approval **from** the **Town Administrator, to allow the employee to** continue **to** work and receive vacation pay in lieu of taking vacation. **Approval granted in this section may not exceed ten days per year.**

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees **of the Town of Southborough** hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason and period of time the employee was absent.

(4) An employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and disposition of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support/**Professional Development**

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

| | |
|---|---|
| Associates Degree | $ 800.00 |
| Bachelors Degree | $1,200.00 |
| Masters Degree | $1,500.00 |

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay it to the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

## SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

## SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

## SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate **board or** commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen **or other appropriate board or commission** for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

## SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the **Town** Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a **Chair** and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. **Between November and January of each fiscal year,** the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information.

f. Matters **of concern by SAP employees that are communicated in writing to** the **Chair** of the Personnel Board **will** be **scheduled on an agenda at the next available meeting.** In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

## SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

## SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next **available** Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next **available** Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

## SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## SECTION 20: CLASSIFICATION SCHEDULE

### SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Library Technician | II |
| Maintenance Mechanic | II |
| Program Coordinator | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Outreach Coordinator | III |
| Staff Engineer | III |
| Director of Recreation Commission | IV |
| Assistant Superintendent, DPW | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Director, Council on Aging | V |
| Facilities Manager | V |
| Library Director | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Engineer | V |
| Town Planner | V |
| Treasurer-Collector [combined with Finance Director] | V |

| | |
|---|---|
| Director, Youth & Family Services | V |
| Finance Director | VI |
| Superintendent of Public Works [under employment contract] | VII |

| Grade | Minimum | Midpoint | Maximum* |
|---|---|---|---|
| I | $32,124 | $37,416 | $42,707 |
| II | $37,477 | $43,651 | $49,825 |
| III | $42,831 | $49,887 | $56,942 |
| IV | $48,185 | $56,123 | $64,061 |
| V | $58,893 | $68,595 | $78,296 |
| VI | $64,247 | $74,831 | $85,415 |
| VII | $80,309 | $93,539 | $106,768 |

***Increases in salary for long term employees will be considered on a case by case basis by the Personnel Board.**

SCHEDULE B: **FULL-TIME HOURLY POSITIONS**

| Position Title | Grade |
|---|---|
| Receptionist – Selectmen/Town House | 1 |
| Administrative Assistant – Assessor, Bldg/Zoning, DPW, Facilities, Fire, Health, Planning, Town Clerk, Treasurer/Collector | 2 |
| Communications Officer – Public Safety | 2 |
| Library Assistant | 2 |
| Administrative Assistant to the Chief of Police/ Head Dispatcher | 3 |
| Administrative Assistant to the Principal Assessor | 3 |
| Assistant Town Accountant | 3 |
| Assistant Town Clerk | 3 |
| Assistant Treasurer/Collector | 3 |
| Conservation Administrator | 3 |
| Executive Assistant to the Board of Selectmen | 3 |
| Executive Assistant to DPW | 3 |
| Senior Library Assistant | 3 |

**Classification Schedule – Schedule B employees**

| Grade | Minimum | Midpoint | Maximum* |
|---|---|---|---|
| 1 | 15.99 | 18.59 | 21.19 |
| 2 | 17.79 | 20.55 | 23.30 |
| 3 | 19.66 | 22.58 | 25.50 |

***Increases in salary for long term employees will be considered on a case by case basis by the Personnel Board.**

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Interim Public Safety Communications Officer | 9 |
| Part-Time Police Dispatcher | 9 |
| Technical Specialist | 9 |
| Reserve Police Officer | 11 |
| Administrative Assistant | 11 |
| Animal Control Officer | 11 |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| **Interim Reserve Police Officer** | **12** |
| Nurse | 13 |
| Electrician | 13 |
| Public Health Director | 13 |
| Police Lieutenant | See Schedule G |

***While serving as an Interim Reserve Police Officer, an employee will fall under Grade 12. After the interim designation has ended, the employee will revert to the Grade 11 classification.**

Hourly Rates for Part-Time Positions

| Grade | Minimum | **Midpoint** | Maximum |
|---|---|---|---|
| 1 | Min wage | **Midpoint** | $8.33 |
| 2 | $8.34 | **$10.35** | $12.35 |
| 3 | $8.84 | **$10.91** | $12.98 |
| 4 | $9.26 | **$11.52** | $13.78 |
| 5 | $9.71 | **$12.10** | $14.49 |
| 6 | $10.25 | **$12.74** | $15.22 |
| 7 | $10.73 | **$13.34** | $15.95 |
| 8 | $11.26 | **$14.02** | $16.77 |
| 9 | $11.82 | **$14.72** | $17.62 |
| 10 | $12.54 | **$15.60** | $18.66 |
| 11 | $13.87 | **$19.44** | $25.00 |
| 12 | $21.00 | **$27.50** | $34.00 |
| 13 | $29.00 | **$35.00** | $41.00 |

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:

$46.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $4,000 |
| Veterans' Agent and Director of Veterans' Services | $10,000 |
| Website Administrator | $4,000 |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Junior Playground Counselor | 1 |
| Senior Playground Counselor | 2 |
| Assistant Instructor | 2 |
| Assistant Supervisor | 3 |
| Monitors | 3 |
| Lifeguards | 4 |
| Instructors I | 5 |
| School Monitors | 6 |
| Activity Coordinator | 6 |
| Program Driver | 6 |
| Coordinator Supervisor | 11 |
| Program Assistant/Coordinator | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

SCHEDULE G: **SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

Police Lieutenant:

| Minimum | Midpoint | Maximum* |
|---|---|---|
| 62,668 | 72,992 | 83,316 |

***Increases in salary for long term employees will be considered on a case by case basis by the Personnel Board.**

**SCHEDULE H: COMMUNICATIONS OFFICERS**

**The role and responsibilities of Communications Officer(s) for the Town are non-traditional, as staff members are expected to work odd hours, nights, weekends and holidays. They are also expected to wear prescribed clothing, as representatives of the Southborough Police and Fire Departments. The below listed items are allowances made for these requirements:**

**Shift differential**

**Communications Officers are required to work 24/7 shifts. As a result, shift differential are paid hourly to scheduled employees for evening and midnight shifts.**
**Differential is set at:**

| | |
|---|---|
| **4 pm - 12 pm** | **$.50/hour** |
| **12 pm - 8 am** | **$.60/hour** |

**Clothing Allowance**

**Communications Officers are expected to wear clothing as prescribed by the Police Chief. A clothing allowance of $350 per year, paid through reimbursement as receipts are provided, will be allowable.**

LONGEVITY SCHEDULE: Full-Time Employees **of Town of Southborough** – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | $1,500 |

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *This article will incorporate those employees who were formally clerical union employees[SEIU] into the SAP bylaw as non-union employees, as well as make other minor changes, including revising the pay schedules by eliminating the steps and establishing a range with a midpoint. New language is indicted by bold print.*

**MOTION MADE:** That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, by approving the following noted **BOLD** changes in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 3*: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money associated with funding the FY14 Salary Administration Plan (SAP) as it pertains to the newly classified SAP employees, formerly part of the SEIU collective bargaining group, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *This article will provide the funding for pay increases and other agreed upon benefits for former clerical union employees who are now incorporated into the SAP bylaw.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $10,455 to fund the FY14 Salary Administration Plan (SAP) as it pertains to the newly classified SAP employees, formerly part of the SEIU collective bargaining group, as follows;

| Line Item/Department | Dept. Total |
|---|---|
| 51000-51990 Personal Services | |
| **Dept. 122 Board of Selectmen** | 1,560.00 |
| 51000-51990 Personal Services | |
| **Dept. 135 Town Accountant** | 505.00 |
| 51000-51990 Personal Services | |
| **Dept. 141 Assessors** | 935.00 |
| 51000-51990 Personal Services | |
| **Dept. 145 Treasurer/Collector** | 600.00 |
| 51000-51990 Personal Services | |
| **Dept. 161 Town Clerk** | 850.00 |
| 51000-51990 Personal Services | |
| **Dept. 162 Elections & Registration** | 680.00 |
| 51000-51990 Personal Services | |
| **Dept. 175 Planning Board** | 625.00 |
| 51000-51990 Personal Services | |
| **Dept. 192 Public Buildings & Property Maintenance** | 1,275.00 |
| 51000-51990 Personal Services | |
| **Dept. 220 Fire Department** | 430.00 |
| 51000-51990 Personal Services | |
| **Dept. 400 Dept. of Public Works** | 430.00 |
| 51000-51990 Personal Services | |
| **Dept. 512 Board of Health** | 230.00 |
| 51000-51990 Personal Services | |
| **Dept. 610 Library** | 1,845.00 |
| 51000-51990 Personal Services | |
| **Dept. 450 Dept. of Public Works - Water** | 490.00 |
| | |
| Total | 10,455.00 |

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 4*: To see if the Town will vote to appropriate the sum of $338,000 from available funds received from Madison Place 40B project as mitigation funds to be used to improve and upgrade the Town of Southborough's Public Safety (Police and Fire) CAD communication system and consoles pursuant to the provisions of the issuance of a Chapter 40B Comprehensive Permit, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *This article will allow the Town to authorize the Madison Place mitigation funds for use in the upgrade of the public safety CAD system, as articulated by the developer in his agreement with the Zoning Board of Appeals.*

**MOTION MADE:** That the Town vote to appropriate $338,000 from available funds from the Madison Place 40B project to be used to improve and upgrade the Town of Southborough's Public Safety CAD communication system.

**MOTION PASSED BY MAJOITY VOTE.**

*ARTICLE 5*: To see if the Town will vote to accept as a public way Barn Lane, together with drainage easements and a drainage and landscape easement shown and described on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation:** At Town Meeting
**Advisory Committee Recommendation:** Support
**Summary:** *The purpose of this article is to accept Barn Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept Barn Lane as a public way.

2/3 VOTE REQUIRED.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 6***: To see if the Town will vote to accept as a public way Nipmuc Lane shown and described on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA", prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation:** At Town Meeting
**Advisory Committee Recommendation:** Support
**Summary:** *The purpose of this article is to accept Nipmuc Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept Nipmuc Lane as a public way.

2/3 VOTE REQUIRED.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 7:*** To see if the Town will accept a parcel of land located off Fisher Road and Barn Lane as open space. Said parcel consists of 7.66 acres or 333,554 square feet and is shown on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA" prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised through January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation:** At Town Meeting
**Advisory Committee Recommendation:** At Town Meeting
**Summary:** *This article will allow the Town to accept as open space, a 7.657 acre parcel of land off Nipmuc Lane. This was part of the conditions of the Barn Hollow subdivision approval by the Planning Board on November 5, 2001.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED:** 79 in favor, 66 opposed

***ARTICLE 8***: To see if the Town will vote to accept as a public way Blendon Woods Drive shown and described on a plan entitled "Road Acceptance Plan of Land (Blendon Woods Drive) in Southborough, MA", prepared by Bruce Saluk & Associates, Inc., dated August 16, 1994, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto; or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *This article will allow the Town to accept Blendon Woods Drive as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept Blendon Woods Drive as a public way.

2/3 VOTE REQUIRED.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 9***: "To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, by deleting the following sections in their entirety and inserting in place thereof the following text, or do or act anything in relation thereto:

(1) § 174-8.1A(2) [C Conservation District]

(2) Agriculture, horticulture, floriculture or viticulture, but excepting, to the extent permitted pursuant to applicable State law and regulation, piggeries and fur farms.

(2) § 174-2.B [Definition for "FARM"]

FARM – Land or premises used to raise agricultural, silvicultural or horticultural products, livestock, poultry and dairy products, but excepting, to the extent permitted pursuant to applicable State law and regulation, piggeries, dog kennels, riding stables and the raising of carnivorous fur-bearing animals.

(3) § 174-8.C(3) [Schedule of Use Regulations – Notes Applying to all Districts]

(3) For uses subject to a Special Permit: (i) refer also to § 174-9, Special Permit requirements; (ii) references to a Special Permit being required for piggeries, dog kennels, riding stables and the raising of carnivorous fur-bearing animals are effective to the extent that such activities are not allowed by applicable State law or regulation; (iii) references to a Special Permit being required for riding stables are effective to the extent that such activities are not allowed by applicable State law or regulation; (iv) references to a Special Permit being required for a private school, nursery or kindergarten are effective to the extent that such activities are not allowed by applicable State law or regulation; (v) references to a Special Permit being required for multifamily dwellings are effective if such dwellings are within a major residential development created with an optional Special Permit as specified in § 174-13.2.A, and not for multifamily dwellings within a major residential development created by right as specified in § 174-13.2.A; and (vi) references to a Special Permit being required for major residential development are effective if a major residential development is created with an optional Special Permit as specified in § 174-13.2.A, and not for a major residential development created by right as specified in § 174-13.2.A.

(4) § 174-13.2.A(1) [Major residential development – "Applicability"]

(1) Special permit option. Major residential development, that is, the creation of eight (8) or more lots or construction of eight (8) or more dwelling units within an eight-year period from or on a property or set of contiguous properties in common ownership as of January 1, 1986, is allowed either (at the applicant's option): (i) with a special permit from the Planning Board, as indicated in § 174-8, Schedule of Use Regulations, with applicants applying under this section required to concurrently file the application with the Southborough Housing Opportunity Partnership Committee (SHOPC) or (ii) by right, commonly referred to as "conventional" development (and without the flexible development option available only with the special permit option (i) above), provided that the plan conforms to the State Subdivision Control Law, to other applicable State and Town laws and regulations, to the recommendations of the Board of Health and to the Planning Board's regulations relative to the subdivision of land.

(5) § 174-8.10.B(2) [CR Critical Resource District – Regulations]

(2) Submittals under major residential development pursuant to an optional Special Permit as specified in § 174-13.2.A must include a flexible development proposal.

(6) § 174-8.10.B(3) [CR Critical Resource District – Regulations]

(3) In acting on major residential development proposals pursuant to an optional Special Permit as specified in § 174-13.2.A, if the Planning Board determines that neither the basic development proposal before it nor any submitted alternatives can adequately protect scenic views, habitats, fragile natural environments or other critical environmental resources, it shall grant a special permit only either:

(a) Upon determination that non-development alternatives for utilization of site value have been reasonably pursued and found to be infeasible, including transfer of development rights or sale of land or rights to the town or other organization having land preservation purposes; or

(b) Upon imposition of a stipulation that no building permit is to be issued under the Special Permit and no site preparation is to take place until either one hundred twenty (120) days lapse from the date of approval or a town meeting has earlier acted on a proposal for acquisition of fee or rights over part or all of the premises in question.

(7) § 174-19.B [Extensions or alterations – Nonconforming Structures]

B. Single Family and Two-Family Residential Structures: In the following circumstances, alterations, reconstruction, extension or structural change of a small-scale nature to a single family or two-family residential structure shall not be considered an increase in the nonconforming nature of the structure and shall be permitted as of right:

(1) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area; where the alteration will also comply with all of said current requirements;

(2) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage, where the alteration will also comply with all of said current requirements;

(3) Alteration to a structure which encroaches upon one or more required setbacks, where the alteration will comply with all current setbacks, open lot coverage and building height requirements. The provisions of this clause 3 shall apply regardless of whether the lot complies with current area and frontage requirements."

**Proposed by: JOHN BUTLER, et al.**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *This warrant would amend selected areas of the Town's current Zoning Bylaw to bring it into compliance with current Massachusetts law, as interpreted by various court rulings, but would make no other Bylaw changes than those that an individual could obtain through legal process.*

**MOTION MADE:** That the Town vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, Zoning, as printed in the warrant.

**AMENDMENT MADE:** That the Town vote to amend (7) § 174-19.B, by striking the words, "of a small-scale nature".

**AMENDMENT TO THE MAIN MOTION PASSED UNANIMOUSLY.**

**AMENDMENT MADE:** That the Town vote to amend (4) § 174-13.2.A(1), by striking the words, "to other applicable State and Town laws and regulations, to the recommendations of the Board of Health."

**AMENDMENT DEFEATED:** 51 in favor, 56 opposed

**MAIN MOTION WITH AMENDMENT PASSED UNANIMOUSLY.**

**Approved by the Attorney General on November 18, 2013.**

*ARTICLE 10*: To see if the Town will vote to establish a new Bylaw as follows: Notwithstanding any past practice and/or provision of the Code of the Town of Southborough ("the Code") to the contrary, the Town of Administrator for the Town of Southborough ("the Town Administrator"), acting as an agent of the Southborough Board of Selectmen and consistent with the Code, shall supervise, direct, and be responsible for the efficient administration of the Office of the Southborough Town Planner, including, based upon merit and suitability, appoint and may remove the Town Planner subject to the approval of the Board of Selectmen and consistent with the Code., or do or act anything in relation thereto.

**Proposed by: LEO BARTOLINI JR.**
**Board of Selectmen Recommendation:** At Town Meeting
**Advisory Committee Recommendation:** At Town Meeting
**Summary:** *This article would change the reporting authority for the Town Planner to the Board of Selectmen from the Planning Board. Based on an agreement between the Planning Board and Board of Selectmen on the Town Planner reached on September 3, 2013, the proponent of the article intends to withdraw the article at the special town meeting.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 11*: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of updating the Town of Southborough's Code Book, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**
**Board of Selectmen Recommendation:** Support
**Advisory Committee Recommendation:** Support
**Summary:** *The article will fund the required updates to the Town Code Book, which will incorporate all of the bylaw changes made at the meeting under articles 1, 2 and 9.*

**MOTION MADE:** That the Town vote to raise and appropriate the amount of $1,000.00 to update the Town of Southborough Code Book.

**MOTION PASSED UNANIMOUSLY.**

**At 10:45PM, it was unanimously voted to dissolve the SPECIAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

# TOWN OF SOUTHBOROUGH
## Annual Town Meeting
## April 16, 2014

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Wednesday, April 16, 2014 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 347 voters were present.

**Checkers:**

**Alice B. Gaffney**
**Linda C. Hubley**
**Doriann M. Jasinski**
**Lidia A. Kiley**
**Delia A. Mulvaney**
**Karen A. White**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Paul C. Butka** | **8 Hubley Lane** |
| **Roger W. Challen** | **29 Oak Hill Road** |
| **Salvatore M. Giorlandino** | **7 Summit Road** |
| **George M. Pedersen, Jr.** | **11 Strawberry Hill Road** |
| **Stephen C. Phillips** | **26 Main Street** |
| **Paul O. Smith** | **55 School Street** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:19pm.**

The Colors were presented by The GIRL SCOUTS from the following Troops:

**Troop 85160**
- **Bailey Alexander**
- **Kathryn Gowdy**
- **Katie Holmes**
- **Anaya Kaul**
- **Shannon Provencal**
- **Caroline Raps**

**Troop 72780**
- **Anni Garden**
- **Keelin McWalter**
- **Raiya Sehgal**

**Troop Leaders**
**Joan Provencal and Anupama Sehgal**

A moment of silence was held in memory of those persons who have served the Town in the past:

**Mary Bezokas** – Chef, Woodward School Cafeteria
**Jean Scott Conti** – Election Worker
**William E. Gray** – Reserve Police Officer
**Henry W. Welch, Jr.** – Advisory Board Chairman, Library Trustee, Southborough Housing Authority Member

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian P. Ballantine, Finance Director**
**Judi Barrett, Planning Board Consultant**
**William Brewin, Eastbrook Inc. Representative**
**Jennifer L. Burney, Town Planner**
**Patrick Collins, Assabet Valley High School**
**Danielle Doherty, Sound and Lighting Assistant**
**Kimberly Ivers, Acting Library Director**
**Paul T. Cibelli, Principal Assessor**
**Jamison Clark, Videographer**
**Karen M. Galligan, Superintendent of Public Works**
**Charles E. Gobron, Superintendent of Schools**
**Vanessa D. Hale, Assistant Town Administrator**
**Sean James, Lieutenant, Police Department**
**Michelle A. Jenkins, Assistant Town Clerk**
**Christine M. Johnson, Assistant Superintendent of Schools**
**Heidi Kriger, Town Accountant**
**Pamela LeFrancois, Senior Center Director**
**Cheryl L. Levesque, Director of Business**
**Kristopher Louto, Director of Business Operations, Assabet Valley High School**
**Sanford Matathia, Counsel for the Gulbankian Family**
**Joseph C. Mauro, Jr., Fire Chief**
**Thomas Mead, Principal, Algonquin Regional High School**
**Terry Newman, Southborough Access Media**
**John Parent, Facilities Manager**
**Kenneth M. Paulhus, Chief of Police**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Paul C. Pisinski, Public Health Director**
**Mark J. Purple, Town Administrator**

**Mark S. Robidoux, Inspector of Buildings**
**Beth Rosenblum, Conservation Administrator**
**Laurie Sugarman-Whittier, Director of Youth and Family Services**
**Jean E. Tower, Director of Technology**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Dr. Louis Fazen, III** – Presentation of the Dr. Timothy Stone Public Health Award – Mark Spurill recipient.
- **Kathleen B. Bartolini** – Planning Board Member, presentation of the Zoning By-Law revisions.
- **John Wood** - Advisory Committee Chairman

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributo and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2014 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2014 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 4*: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Board Recommendation: Support**
**Summary:** *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

**MOTION MADE:** That the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to deposit a sum of money into the OPEB trust fund to help defray the Town's liability in relation to post-employment benefit expenses, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
Summary: *The article is intended to help the Town address the fiscal challenges associated with unfunded liabilities for pension and "Other Post-Employment Benefits" (or "OPEB") liabilities.*

**MOTION MADE:** That the Town vote to raise, appropriate and deposit the sum of $272,500 into the OPEB trust fund to help defray the Town's liability in relation to post-employment benefit expenses.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 6***: To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. **on the** following **second** Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.
c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

**d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.**

SECTION 9. NEW PERSONNEL

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. **The Personnel Board is cognizant of the need to make timely decisions during the recruitment process. Henceforth, the Board agrees to allow the Town Administrator the ability to set a starting salary for new employees with comparable experience from the municipal, state or federal sector, up to and not exceeding the mid-point of the pay scale set forth in Schedule A and B of the Salary Administration Plan. Documentation of such actions should be provided at the next Personnel Board meeting by the Town Administrator in all cases.**

d. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase based on the approved annual percentage set by the Personnel Board, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period benefit eligible employee(s) nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | |
|---|---|
| Maintenance Custodian (Hourly) | I |
| Staff Librarian (Hourly) | I |
| After-School Program Coordinator | II |
| Assistant Director, Council on Aging | II |
| Library Technician | II |
| Maintenance Mechanic | II |
| Program Coordinator | II |
| Assistant Director, Youth & Family Services | III |
| Children's Librarian | III |
| Maintenance Supervisor | III |
| Outreach Coordinator | III |
| Staff Engineer | III |
| **Business Administrator** | **IV** |
| **Director of Recreation Commission** | **V** |
| Assistant Superintendent, DPW | V |
| Assistant Town Administrator | V |
| Building Inspector | V |
| Director, Council on Aging | V |

| | |
|---|---|
| Facilities Manager | V |
| Library Director | V |
| Principal Assessor | V |
| Public Health Director | V |
| Town Accountant | V |
| Town Engineer | V |
| Town Planner | V |
| Treasurer-Collector [combined with Finance Director] | V |
| Director, Youth & Family Services | V |
| Finance Director. | VI |
| Superintendent of Public Works [under employment contract] | VII |

| Grade | Minimum | Midpoint | Maximum* |
|---|---|---|---|
| I | $32,124 | $37,416 | $42,707 |
| II | $37,477 | $43,651 | $49,825 |
| III | $42,831 | $49,887 | $56,942 |
| IV | $48,185 | $56,123 | $64,061 |
| V | $58,893 | $68,595 | $78,296 |
| VI | $64,247 | $74,831 | $85,415 |
| VII | $80,309 | $93,539 | $106,768 |

*Increases in salary for long-term employees will be considered case by case by the Personnel Board.

SCHEDULE B: FULL-TIME HOURLY POSITIONS

| Position Title | Grade |
|---|---|
| Receptionist – Selectmen/Town House | 1 |
| Communications Officer – Public Safety | 2 |
| **Administrative Assistant II** | 2 |
| Library Assistant | 2 |
| Executive Assistant to the Board of Selectmen | 3 |
| Assistant Town Accountant | 3 |
| Assistant Town Clerk | 3 |
| Assistant Treasurer/Collector | 3 |
| Conservation Administrator | 3 |
| **Administrative Assistant III** | 3 |
| Executive Assistant to DPW | 3 |
| Senior Library Assistant | 3 |

Classification Schedule – Schedule B employees

| Grade | Minimum | Midpoint | Maximum* |
|---|---|---|---|
| 1 | 15.99 | 18.59 | 21.19 |
| 2 | 17.79 | 20.54 | 23.30 |
| 3 | 19.66 | 22.58 | 25.50 |

*Increases in salary for long term employees will be considered on case by case by the Personnel Board.

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Interim Public Safety Communications Officer | 9 |
| Part-Time Police Dispatcher | 9 |
| Technical Specialist | 9 |
| **Administrative Assistant** | **10** |
| Reserve Police Officer | 11 |
| Animal Control Officer | 11 |
| **Business Assistant** | **11** |
| Cable Access Facilitator | 11 |
| Tree Warden | 11 |
| Interim Police Officer **(Reserve)** | 12 |

| | |
|---|---|
| Nurse | 13 |
| Electrician | 13 |
| Public Health Director | 13 |
| Police Lieutenant | See Schedule G |

*While serving as an Interim Police Officer (Reserve), an employee will fall under Grade 12. After the interim designation has ended, the employee will revert to the Grade 11 classification.

Hourly Rates for Part-Time Positions

| Grade | Minimum | Midpoint | Maximum |
|---|---|---|---|
| 1 | Min wage | Midpoint | $8.33 |
| 2 | $8.34 | $10.35 | $12.35 |
| 3 | $8.84 | $10.91 | $12.98 |
| 4 | $9.26 | $11.52 | $13.78 |
| 5 | $9.71 | $12.10 | $14.49 |
| 6 | $10.25 | $12.74 | $15.22 |
| 7 | $10.73 | $13.34 | $15.95 |
| 8 | $11.26 | $14.02 | $16.77 |
| 9 | $11.82 | $14.72 | $17.62 |
| 10 | $12.54 | $15.60 | $18.66 |
| 11 | $13.87 | $19.44 | $25.00 |
| 12 | $21.00 | $27.50 | $34.00 |
| 13 | $29.00 | $35.00 | $41.00 |

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:
$46.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | $1,500 |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $4,000 |
| Veterans' Agent and Director of Veterans' Services | $10,000 |
| **Website Administrator** | **$5,000** |

**SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)**

| | |
|---|---|
| **Camp Counselor 1** | **1** |
| **Camp Counselor 2** | **2** |
| **Assistant Instructor** | **3** |
| **Lifeguard** | **5** |
| **Coordinator** | **6** |
| **Instructor I** | **6** |
| **Monitors** | **6** |
| **Program Driver** | **6** |
| **Assistant Supervisor** | **9** |
| **Supervisor** | **11** |
| **Instructor II** | **12** |
| **Master Instructor** | **13** |
| **Seasonal Nurse** | **13** |

**Classification grade is reflective of "Hourly Rates for Part-Time Positions" on page 14 of this plan.**

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Personnel By-Law governs policies and pay structures for non-union employees. The changes are noted in* ***bold.***

**MOTION MADE:** That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the changes as printed in the warrant. Changes are noted in **BOLD** in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 7:* To see if the Town will vote to transfer various sums of money between and among various accounts for the fiscal year ending June 30, 2014, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts. This will not be necessary every year, however accounts cannot end the year with outstanding bills or liabilities.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 8:* To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2015, and make appropriations of the same, or do or act anything in relation thereto.

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 8 through 19)***

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *See budget report including Advisory Committee and Board of Selectmen's FY15 recommendations.*

**MOTION MADE:** To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

# *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | | |
| 51000-51990 Personal Services | 50 | 50 | 50 | 50 | 50 | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 25 | 25 | 25 | |
| MODERATOR TOTAL | 50 | 50 | 75 | 75 | 75 | 0.00% |

### *121-129 Executive*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 2,400 | 2,400 | 2,400 | 4,000 | 4,000 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 2,400 | 2,400 | 2,400 | 4,000 | 4,000 | 66.67% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 277,159 | 280,163 | 297,868 | 309,547 | 309,547 | |
| 52000-58990 Other Charges and Expenses | 80,185 | 75,330 | 57,510 | 59,440 | 59,440 | |
| BOARD OF SELECTMEN TOTAL | 357,344 | 355,494 | 355,378 | 368,987 | 368,987 | 3.83% |

### *131-149 Financial Administration*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 150 | 150 | 275 | 275 | 275 | |
| ADVISORY COMMITTEE TOTAL | 150 | 150 | 275 | 275 | 275 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | | |
| 52000-58990 Other Charges and Expenses | 163,191 | 0 | 150,000 | 150,000 | 150,000 | |
| RESERVE FUND TOTAL | 163,191 | 0 | 150,000 | 150,000 | 150,000 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | | |
| 51000-51990 Personal Services | 111,755 | 120,694 | 127,101 | 131,249 | 131,249 | |
| 52000-58990 Other Charges and Expenses | 2,738 | 2,206 | 2,705 | 2,705 | 2,705 | |
| TOWN ACCOUNTANT TOTAL | 114,493 | 122,900 | 129,806 | 133,954 | 133,954 | 3.20% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **136 AUDIT** | | | | | | |
| 52000-58990 Other Charges and Expenses | 27,000 | 30,250 | 25,500 | 25,750 | 25,750 | |
| AUDIT TOTAL | 27,000 | 30,250 | 25,500 | 25,750 | 25,750 | 0.98% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Dec |
|---|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 138,296 | 141,200 | 145,870 | 151,772 | 151,772 | |
| 52000-58990 Other Charges and Expenses | 31,043 | 30,200 | 27,600 | 28,150 | 28,150 | |
| ASSESSORS TOTAL | 169,339 | 171,400 | 173,470 | 179,922 | 179,922 | 3.72% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | | |
| 51000-51990 Personal Services | 161,218 | 164,806 | 169,769 | 174,527 | 174,527 | |
| 52000-58990 Other Charges and Expenses | 11,038 | 9,153 | 10,335 | 9,525 | 9,525 | |
| TREASURER/COLLECTOR TOTAL | 172,256 | 173,960 | 180,104 | 184,052 | 184,052 | 2.19% |

### *151-159 Operations Support*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **151 LEGAL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 89,942 | 85,059 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 89,942 | 85,059 | 95,000 | 95,000 | 95,000 | 0.00 |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | | |
| 51000-51990 Personal Services | 0 | 273 | 0 | 0 | 0 | |
| 52000-58990 Other Charges and Expenses | 5,195 | 3,489 | 8,440 | 23,620 | 23,620 | |
| PERSONNEL BOARD TOTAL | 5,195 | 3,762 | 8,440 | 23,620 | 23,620 | 179.86% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 38,553 | 21,206 | 55,000 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 38,553 | 21,206 | 55,000 | 55,000 | 55,000 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | | |
| 51000-51990 Personal Services | 2,800 | 4,000 | 4,000 | 5,000 | 5,000 | |
| 52000-58990 Other Charges and Expenses | 169,334 | 173,206 | 173,206 | 207,150 | 207,150 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 172,134 | 177,206 | 177,206 | 212,150 | 212,150 | 19.72% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **159 OTHER OPERATION SUPPORT** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 338,043 | 294,038 | 294,038 | |
| OTHER OPERATION SUPPORT TOTAL | 0 | 0 | 338,043 | 294,038 | 294,038 | -13.02% |

### *160-169 Licensing and Registration*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 39,254 | 44,254 | 46,467 | 47,862 | 47,862 | |
| ELECTED TOWN CLERK TOTAL | 39,254 | 44,254 | 46,467 | 47,862 | 47,862 | 3.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 50,503 | 51,291 | 51,810 | 53,946 | 53,946 | |
| 52000-58990 Other Charges and Expenses | 1,665 | 2,430 | 2,925 | 3,485 | 3,485 | |
| TOWN CLERK TOTAL | 52,168 | 53,721 | 54,735 | 57,431 | 57,431 | 4.93% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **162 ELECTIONS & REGISTRATION** | | | | | | |
| 51000-51990 Personal Services | 53,304 | 68,400 | 51,222 | 60,059 | 60,059 | |
| 52000-58990 Other Charges and Expenses | 11,755 | 19,114 | 13,825 | 18,525 | 18,525 | |
| ELECTIONS & REGISTRATION TOTAL | 65,059 | 87,514 | 65,047 | 78,584 | 78,584 | 20.81% |

### *171-179 Land Use*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 30,903 | 31,339 | 33,043 | 41,987 | 41,987 | |
| 52000-58990 Other Charges and Expenses | 6,056 | 5,266 | 6,050 | 4,525 | 4,525 | |
| CONSERVATION COMMISSION TOTAL | 36,959 | 36,605 | 39,093 | 46,512 | 46,512 | 18.98% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | | |
| 51000-51990 Personal Services | 123,448 | 132,205 | 124,812 | 120,021 | 120,021 | |
| 52000-58990 Other Charges and Expenses | 5,993 | 4,574 | 6,779 | 18,770 | 18,770 | |
| PLANNING BOARD TOTAL | 129,441 | 136,780 | 131,591 | 138,791 | 138,791 | 5.47% |

*Note: Advisory Committee recommendation at Town Meeting*

**AMENDMENT MADE:** That the Planning Board Budget be reduced to $135,000.

**AMENDMENT PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | | |
| 51000-51990 Personal Services | 10,381 | 12,229 | 10,083 | 9,587 | 9,587 | |
| 52000-58990 Other Charges and Expenses | 2,497 | 685 | 2,800 | 2,900 | 2,900 | |
| ZONING BOARD OF APPEALS TOTAL | 12,878 | 12,914 | 12,883 | 12,487 | 12,487 | -3.07% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 100 | 70 | 185 | 250 | 250 | |
| OPEN SPACE TOTAL | 100 | 70 | 185 | 250 | 250 | 35.14% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **182 ECONOMIC DEVELOPMENT COMMITTEE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 0 | 5,000 | 5,000 | |
| ECONOMIC DEVELOPMENT COMMITTEE TOTAL | 0 | 0 | 0 | 5,000 | 5,000 | 100.00% |

***191-199 Other***

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Perce[illegible] Inc./Decr. |
|---|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | | |
| 51000-51990 Personal Services | 264,785 | 280,564 | 289,302 | 295,812 | 295,812 | |
| 52000-58990 Other Charges and Expenses | 188,281 | 183,324 | 137,135 | 139,447 | 139,447 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 453,065 | 463,888 | 426,437 | 435,259 | 435,259 | 2.07% |

## *200-299 PUBLIC SAFETY*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,493,304 | 1,412,008 | 1,548,426 | 1,591,023 | 1,591,023 | |
| 52000-58990 Other Charges and Expenses | 119,742 | 112,528 | 108,246 | 113,987 | 113,987 | |
| POLICE DEPARTMENT TOTAL | 1,613,046 | 1,524,535 | 1,656,672 | 1,705,010 | 1,705,010 | 2.92% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Dec[illegible] |
|---|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,587,428 | 1,629,676 | 1,647,049 | 1,715,104 | 1,715,104 | |
| 52000-58990 Other Charges and Expenses | 166,656 | 163,393 | 168,080 | 172,815 | 172,815 | |
| FIRE DEPARTMENT TOTAL | 1,754,084 | 1,793,069 | 1,815,129 | 1,887,919 | 1,887,919 | 4.01% |

**AMENDMENT MADE:** That the Town vote to reduce the Fire Department budget by $7,300.00.

**AMENDMENT WITHDRAWN.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 96,153 | 101,181 | 100,946 | 104,412 | 104,412 | |
| 52000-58990 Other Charges and Expenses | 7,287 | 7,758 | 7,300 | 4,350 | 4,350 | |
| BUILDING DEPARTMENT TOTAL | 103,440 | 108,939 | 108,246 | 108,762 | 108,762 | 0.48% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | | |
| 51000-51990 Personal Services | 2,426 | 2,426 | 2,926 | 2,926 | 2,926 | |
| 52000-58990 Other Charges and Expenses | 284 | 179 | 5,880 | 5,880 | 5,880 | |
| CIVIL DEFENSE TOTAL | 2,710 | 2,605 | 8,806 | 8,806 | 8,806 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | | |
| 52000-58990 Other Charges and Expenses | 27,867 | 27,736 | 27,936 | 27,936 | 27,936 | |
| ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL | 27,867 | 27,736 | 27,936 | 27,936 | 27,936 | 0.00% |

## *400-499 PUBLIC WORKS & FACILITIES*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **400, 420 DEPT. OF PUBLIC WORKS** | | | | | | |
| (Highway, Cemetery, Tree) | | | | | | |
| 51000-51990 Personal Services | 794,567 | 887,181 | 919,693 | 818,734 | 818,734 | |
| 52000-58990 Other Charges and Expenses | 1,181,075 | 1,191,973 | 1,012,225 | 1,113,175 | 1,113,175 | |
| DEPT. OF PUBLIC WORKS TOTAL | 1,975,642 | 2,079,154 | 1,931,918 | 1,931,909 | 1,931,909 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | | |
| 51000-51990 Personal Services | 365,293 | 375,847 | 394,319 | 401,366 | 401,366 | |
| 52000-58990 Other Charges and Expenses | 1,015,268 | 836,165 | 985,300 | 1,004,475 | 1,004,475 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,380,561 | 1,212,012 | 1,379,619 | 1,405,841 | 1,405,841 | 1.90% |

## *500-599 HUMAN SERVICES*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 450 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 92,206 | 95,195 | 91,861 | 94,214 | 94,214 | |
| 52000-58990 Other Charges and Expenses | 44,444 | 42,250 | 45,035 | 46,325 | 46,325 | |
| BOARD OF HEALTH TOTAL | 136,650 | 137,445 | 136,896 | 140,539 | 140,539 | 2.66% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | | |
| 51000-51990 Personal Services | 183,517 | 188,656 | 193,959 | 199,658 | 199,658 | |
| 52000-58990 Other Charges and Expenses | 22,360 | 24,798 | 26,400 | 55,375 | 55,375 | |
| COUNCIL ON AGING TOTAL | 205,877 | 213,454 | 220,359 | 255,033 | 255,033 | 15.74% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 119,369 | 121,710 | 125,967 | 129,689 | 129,689 | |
| 52000-58990 Other Charges and Expenses | 7,318 | 7,320 | 9,517 | 10,265 | 10,265 | |
| YOUTH COMMISSION TOTAL | 126,687 | 129,030 | 135,484 | 139,954 | 139,954 | 3.30% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | | |
| 51000-51990 Personal Services | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 52000-58990 Other Charges and Expenses | 38,259 | 40,388 | 45,925 | 44,025 | 44,025 | |
| VETERANS' SERVICES TOTAL | 48,259 | 50,388 | 55,925 | 54,025 | 54,025 | -3.40% |

## *600-699 CULTURE & RECREATION*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | | |
| 51000-51990 Personal Services | 279,977 | 290,830 | 306,661 | 325,140 | 325,140 | |
| 52000-58990 Other Charges and Expenses | 108,672 | 113,494 | 88,440 | 90,807 | 90,807 | |
| LIBRARY TOTAL | 388,649 | 404,324 | 395,101 | 415,947 | 415,947 | 5.28 |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Perce Inc./Decr. |
|---|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 101,203 | 101,275 | 104,913 | 111,267 | 111,267 | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 0 | 0 | 0 | |
| RECREATION COMMISSION TOTAL | 101,203 | 101,275 | 104,913 | 111,267 | 111,267 | 6.06% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 990 | 990 | 990 | |
| HISTORICAL COMMISSION TOTAL | 0 | 0 | 990 | 990 | 990 | 0.00% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | | |
| 52000-58990 Other Charges and Expenses | 1,997 | 2,000 | 2,350 | 2,700 | 2,700 | |
| MEMORIAL DAY TOTAL | 1,997 | 2,000 | 2,350 | 2,700 | 2,700 | 14.89 |

## *700-799 DEBT SERVICE*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **DEBT PRINCIPAL AND DEBT INTEREST** | | | | | | |
| 0100-710-59100 Principal General Fund | 3,161,181 | 3,044,036 | 2,941,894 | 2,882,887 | 2,882,887 | |
| 6161-710-59100 Principal Water Fund | 195,000 | 195,000 | 145,000 | 115,000 | 115,000 | |
| 0100-751-59150 Interest General Fund | 958,416 | 764,990 | 655,378 | 575,041 | 575,041 | |
| 6161-751-59150 Interest Water Fund | 46,256 | 41,056 | 35,066 | 31,714 | 31,714 | |
| DEBT PRINCIPAL AND DEBT INTEREST TOTAL | 4,360,853 | 4,045,082 | 3,777,338 | 3,604,642 | 3,604,642 | -4.57% |

## *900-999 UNCLASSIFIED*

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 148,712 | 141,051 | 143,872 | 163,632 | 163,632 | |
| 51710 Unemployment Payments | 59,285 | 21,335 | 55,700 | 40,000 | 40,000 | |
| 51720 Health Insurance | 3,910,158 | 3,805,175 | 3,946,106 | 3,787,339 | 3,787,339 | |
| 51730 Retirement Fund | 1,224,669 | 1,159,428 | 1,196,278 | 1,276,578 | 1,276,578 | |
| 51740 Life Insurance | 5,941 | 3,117 | 6,312 | 5,143 | 5,143 | |
| 51750 Flexible Spending Account | 0 | 0 | 3,074 | 3,865 | 3,865 | |
| 51770 Medicare | 256,846 | 280,374 | 269,549 | 290,777 | 290,777 | |
| 51780 Dental Insurance | 144,483 | 150,634 | 155,941 | 168,035 | 168,035 | |
| 51785 Medicare B Penalty | 3,341 | 16,550 | 17,000 | 16,000 | 16,000 | |
| EMPLOYEE BENEFITS TOTAL | 5,753,437 | 5,577,664 | 5,793,832 | 5,751,370 | 5,751,370 | -0.73% |

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **930 BUDGET CAPITAL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 0 | 557,900 | 557,900 | |
| BUDGET CAPITAL TOTAL | 0 | 0 | 0 | 557,900 | 557,900 | 100.00% |

**AMENDMENT MADE:** That the Town vote to amend this article by including what is going to be purchased with the money requested. The items are as followed:

- Fire Rescue Truck
- DPW GVW Cab and Chassis with Sander
- Police Cruiser (2)
- DPW Director Vehicle

**AMENDMENT PASSED BY MAJORITY VOTE.**

| BUDGET NAME | FY 2012 ACTUAL | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 173,539 | 200,729 | 220,708 | 211,232 | 211,232 | |
| LIABILITY INSURANCE TOTAL | 173,539 | 200,729 | 220,708 | 211,232 | 211,232 | -4.29% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 500 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS** | | | | | |
| **REGULAR DAY PROGRAMS** | | | | | |
| Administration | 447,304 | 489,649 | 519,210 | 519,210 | |
| Instruction | 9,529,660 | 9,566,865 | 10,075,425 | 10,075,425 | |
| Other Student Services | 687,844 | 720,522 | 740,456 | 740,456 | |
| Operation and Maintenance of Buildings | 1,625,636 | 1,612,889 | 1,635,952 | 1,635,952 | |
| Fixed Charges | 1,849 | 4,100 | 4,100 | 4,100 | |
| REGULAR DAY PROGRAMS TOTAL | 12,292,293 | 12,394,025 | 12,975,143 | 12,975,143 | |
| **SPECIAL EDUCATION PROGRAMS - CHAPTER 766** | | | | | |
| Instruction | 3,506,328 | 3,693,837 | 3,847,848 | 3,847,848 | |
| Other Student Services | 420,759 | 502,000 | 545,000 | 545,000 | |
| Operation and Maintenance of Equipment | 7,829 | 9,000 | 9,000 | 9,000 | |
| Programs, Other Systems in Massachusetts | 671,004 | 789,443 | 681,863 | 681,863 | |
| Programs, Member of Collaborative | 92,759 | 283,187 | 211,750 | 211,750 | |
| SPECIAL EDUCATION - CHAPTER 766 TOTAL | 4,698,679 | 5,277,467 | 5,295,461 | 5,295,461 | |
| **GRAND TOTAL OPERATING BUDGET** | **16,990,972** | **17,671,492** | **18,270,604** | **18,270,604** | 3.39% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL** | | | | | |
| - | | | | | |
| **REGULAR DAY PROGRAMS** | | | | | |
| Administration | 497,421 | 539,593 | 568,721 | 568,721 | |
| Instruction | 8,945,454 | 9,553,535 | 10,065,868 | 10,065,868 | |
| Other Student Services | 1,635,875 | 1,704,540 | 1,721,951 | 1,721,951 | |
| Operation and Maintenance of Buildings | 1,659,947 | 1,700,947 | 1,692,682 | 1,692,682 | |
| Fixed Charges | 2,755,831 | 3,155,346 | 3,163,845 | 3,163,845 | |
| New Equipment | 25,710 | 100,000 | 200,000 | 200,000 | |
| Tuition, Other Public Schools | 396,175 | 190,000 | 290,000 | 290,000 | |
| REGULAR DAY PROGRAMS TOTAL | 15,916,413 | 16,943,961 | 17,703,067 | 17,703,067 | |
| **SPECIAL EDUCATION PROGRAMS - CHAPTER 766** | | | | | |
| Instruction | 1,334,216 | 1,510,362 | 1,678,021 | 1,678,021 | |
| Other Student Services | 12,234 | 17,800 | 18,400 | 18,400 | |
| Operation and Maintenance of Buildings | 2,139 | 2,000 | 2,000 | 2,000 | |
| Programs, Other Systems in Massachusetts | 553,810 | 667,426 | 632,278 | 632,278 | |
| Programs, Member of Collaborative | 66,020 | 99,230 | 52,422 | 52,422 | |
| SPECIAL EDUCATION - CHAPTER 766 TOTAL | 1,968,419 | 2,296,818 | 2,383,121 | 2,383,121 | |
| **GRAND TOTAL OPERATING BUDGET** | **17,884,832** | **19,240,779** | **20,086,188** | **20,086,188** | 4.39% |

| | NON EXEMPT | EXEMPT | TOTAL | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **FY 2015 SOUTHBOROUGH ASSESSMENT** | **6,939,784** | **477,885** | **7,417,669** | **7,417,669** | **6.24%** |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL VOCATIONAL SCHOOL** | | | | | |
| Southboro Operating Assessment | 251,361 | 250,051 | 278,034 | 278,034 | |
| Renovation Project - Capital Assessment | 0 | 276 | 3,033 | 3,033 | |
| SOUTHBORO ASSESSMENT | 251,361 | 250,327 | 281,067 | 281,067 | 12.28% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 BUDGET | FY 2015 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | | | |
| Tuition/Transportation Assessment | 0 | 49,595 | 0 | 0 | |
| NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL | 0 | 49,595 | 0 | 0 | -100.00% |

**MOTION MADE:** That the Town vote to raise a sum of money not to exceed the sum of **$46,839,530** as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | 15,000.00 |
| Transfer from Free Cash | 1,345,561.00 |
| Transfer from Overlay Reserve | 250,000.00 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 412,500.00 |
| Transfer from Aerial Ladder Donation Fund | 32,000.00 |
| Transfer from Septic Betterment Fund | 62,888.00 |
| Transfer from Premium Reserve | 177.00 |
| Transfer from Reserve SBAB Fund Balance | 17,691.00 |
| Transfer from Water Reserve | 84,200.00 |

***That the Balance of $44,619,513 be raised and appropriated.***

**MAIN MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 9:* To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for General Government capital items for the following purposes:

| | DESCRIPTION | REQUEST | LEVY | WATER AND OTHER FUNDS |
|---|---|---|---|---|
| A. | HEAVY DUTY TRUCK LIFT | 30,000.00 | 30,000.00 | |
| B. | FACILITIES – SENIOR CENTER RENOVATIONS | 50,000.00 | 50,000.00 | |
| C. | LARGE TRUCK BODY WORK | 10,000.00 | 10,000.00 | |
| D. | DPW ROADS | 300,000.00 | 300,000.00 | |
| E. | DPW PUBLIC SAFETY ZONE BEACONS | 45,000.00 | 45,000.00 | |
| F. | PAVING/IMPROVEMENTS TRANSFER STATION | 110,000.00 | 110,000.00 | |
| G. | DPW PICKUP DIESEL – WATER | 48,000.00 | | 48,000.00 |
| H. | RTE. 9 WATER MAIN REPLACEMENT | 3,600,000.00 | | 3,600,000.00 |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:**

A. *This item is a portable heavy duty truck lift that will allow the mechanic to lift heavy and medium weight trucks (i.e. dump trucks and sanders) for ease of maintenance.*
B. *This article will provide funds for needed improvements, including the renovation of one outdated bathroom, the installation of 8 new large energy efficient windows in the big meeting room, a walkway canopy or other device to aid in the reduction of cold air infiltrating the kitchen, the replacement of the aging flooring located in the main entrance and kitchen, all of which will help the senior center better serve the needs of Southborough's senior population.*
C. *This will strip, prime and paint the body and undercarriage of the DPW's 1990 International truck and 2002 Freightliner. The DPW is working to prolong the life of our larger, low mileage, vehicles by removing corrosion from the frame and body partway through its expected life cycle.*
D. *Money from this item is used to fund the DPW paving contract which repaves or reclaims public roads in the Town of Southborough.*
E. *This money is to purchase 9 replacement school zone signs for Deerfoot Road, Parkerville Road, Richards Road and Cordaville Road. These school zone signs are solar powered with LED flashing beacons and driver feedback abilities.*
F. *This will fund overlaying the refuse portion of the transfer station and reclaiming and paving the recycling area of the transfer station. (When the recycling area opened the town had only installed a binder course of pavement, final paving was never installed. Now the binder needs to be reclaimed and new pavement installed).*
G. *This will replace a 2002 Ford Explorer with 118,000+ miles with a new 4 wheel drive diesel pick-up truck and plow frame. The Explorer has severe frame corrosion and has been plagued with repairs, with body work in gross poor condition.*
H. *This request is part of the town's Water System Master Plan. Southborough's water system consultant is currently developing the specifications for replacement of the 1931, unlined cast iron water main that generally runs along the east bound, high speed lane on Route 9 from Breakneck Hill Road to its end near Brook Lane. Breaks in this main, near Oak Hill Road, in January 2013 and in January 2014 caused significant back-ups on Route 9 and hours of overtime. This main is prone to breaking due to its age and its material. The replacement project will replace the main by installing 12 inch cement lined ductile iron pipe in the breakdown and shoulder of Route 9 eastbound. There will also be new 8 inch main installed on the westbound side of Route 9 from Pleasant Street to the reservoir. The DPW has brought this project forward this year due to MassDOT plans to pave Route 9 from Breakneck Hill Road to the Framingham Town Line starting in spring 2016, and this should provide the Town with some cost savings on roadway rehabilitation.*

**MOTION MADE TO DIVIDE THE QUESTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town vote to raise and appropriate:

| | |
|---|---|
| $30,000 | for the Public Works truck lifts |
| $50,000 | for renovations to the Senior Center |
| $10,000 | for Public Works large truck body work |
| $300,000 | for maintenance of Town roads |
| $45,000 | for Public Works public safety zone beacons |
| And $110,000 | for paving/improvements to the Transfer Station; |

And to transfer from Receipts Reserve Water Fund:
$48,000 for a diesel pickup for the Water Department,

**MOTION PASSED BY MAJORITY VOTE.**

**MOTION MADE:** That the Town vote to raise by borrowing:
$3,600,000 for Route 9 water main replacement, which amount shall be repaid, in the first instance, from the Receipts Reserve Water Fund, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town's full faith and credit in accordance with the Massachusetts General Laws.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

| # | ITEM | TOTAL | Recommend ADVISORY | Recommend SELECTMEN |
|---|---|---|---|---|
| A. | Heavy duty truck lifts - DPW | **$30,000** | | Support |
| B. | Senior Center renovations | **$50,000** | | Support |
| C. | Large truck body work - DPW | **$10,000** | | Support |
| D. | DPW Roads | **$300,000** | | Support |
| E. | Public Safety zone beacons - DPW | **$45,000** | | Support |
| F. | Transfer station improvements | **$110,000** | | Support |
| G. | Diesel pick-up – Water Dept. | **$48,000** | | Support |
| H. | Rt. 9 water main replacement | **$3,600,000** | | Support |

***ARTICLE 10:*** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize and/or reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum o $4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of $40,000.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article, which provides for revolving funds, must be approved annually and will cover the costs of the programs as described above.*

**MOTION MADE:** That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to authorize and/or re-authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $100,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of $4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of $40,000.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 11***: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget and Advisory Committees as requested, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE:** That the Town vote to raise and appropriate $100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 12:* To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2015 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Mass. General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $287,096.00 |
| State Match (projected State match) | $71,774.00 |
| Total Projected Revenue | **$358,870.00** |

**Set Aside- Open Space**

$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

$35,887.00 to be set aside, held in the Community Preservation Fund, and spent in FY2015 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

$17,943.00 to defray the administrative and operating expenses of the Community Preservation Committee in FY2015 for the Community Preservation Fund (discretionary)

**Set Aside – Budgeted Reserve/Discretionary**

| | | |
|---|---|---|
| Reserved for FY15 | CPF (Undesignated Budgeted Reserve) | $233,266.00 |

**FY 2013 Interest/Adjustments**

To accept $134,811.53 of interest/adjustments received in FY2013 and to set aside from CPA General Unreserved Fund Balance 10% in each of the Historic, Open Space and Housing Reserve Accounts and 70% to the Budgeted Reserve/Discretionary.

$ 13,481.15 Set Aside – Open Space
$ 13,481.15 Set Aside – Community Housing
$ 13,481.15 Set Aside – Historic Preservation
$ 94,368.08 – CPF (Budgeted Reserve/Discretionary)

, or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2014 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 13:* To see if the Town will vote to appropriate $203,500 ($49,368.15 from the Open Space Reserve Fund, and $154,131.85 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $49,368.15 from the CPA Open Space Reserve Fund and $154,131.85 from the CPA General Unreserved/Fund Balance, to be applied to the Chestnut Hill Bond for the purpose of open space.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 14:* To see if the Town will vote to appropriate $33,943.65 from the CPA General Unreserved Fund Balance to fund the Southborough Fire and Police Department Memorial Project. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *This article would fund a project led by Neal Aspesi and two Eagle Scout candidates to refurbish, update and expand the current Fire and Police Department Memorial located at the flagpole on the lawn in front of the Fire and Police Stations.*

**MOTION MADE:** That the Town vote to appropriate $33,943.65 from the CPA General Unreserved Fund to fund the Southborough Fire and Police Department memorial project. Said funds are to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 15:* To see if the Town will vote to accept as a public way Maple Street (Extension) as shown on a plan entitled "Street Acceptance Plan of Land, Maple Street (Extension) in Southborough, Massachusetts (Worcester County)", prepared by Engineering Design Consultants, Inc., dated February 24, 2014, scale 1 inch = 40 feet, together with such Municipal and Drainage Easements" shown thereon. A copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office; or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Town to accept Maple Street Extension as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept as a public way Maple Street (Extension) as shown on a plan entitled "Street Acceptance Plan of Land, Maple Street (Extension) in Southborough, Massachusetts (Worcester County)", prepared by Engineering Design Consultants, Inc., dated February 24, 2014, scale 1 inch = 40 feet, together with such Municipal and Drainage Easements" shown thereon.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 16:* To see if the Town will accept a parcel of land located off Fisher Road and Barn Lane as open space. Said parcel consists of 7.66 acres or 333,554 square feet and is shown on a plan entitled "Roadway Acceptance Plan of Barn Lane & Nipmuc Lane in Southborough, MA" prepared by Connorstone Consulting Civil Engineers and Land Surveyors, dated August 3, 2012 and revised through January 3, 2013, a copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will allow the Town to accept as open space, a 7.657 acre parcel of land off Nipmuc Lane. This was part of the conditions of the Barn Hollow subdivision approval by the Planning Board on November 5, 2001.*

**MOTION MADE:** That the Town vote to accept the 7.66 acre parcel of land located off Fisher Road and Barn Lane as open space, as printed in the warrant.

Requires a 2/3 vote.

**AMENDMENT MADE:** That this article be indefinitely postponed.

**AMENDMENT FAILS: 82 in favor, 177 opposed**

**MOTION MADE TO MOVE THE QUESTION PASSED UNANIMOUSLY.**

**MAIN MOTION PASSED: 175 in favor, 80 opposed**

*ARTICLE 17:* To see if the Town will vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts, by adding the following text, or do or act anything in relation thereto:

***First*, in § 174-9, add a new subsection J as follows:**

"J. Medical Marijuana

(1) General Provisions

(a) Purpose and Intent. This section is enacted in order to serve the compelling interests of the Town to address possible public health, safety and quality of life effects related to the location and operation in the Town of a Registered Marijuana Dispensary or any other activities permitted or related to Chapter 369 of the Acts of 2012 (an Act for the Humanitarian Medical Use of Marijuana). This by-law establishes specific zoning regulations for the limited establishment of any Registered Marijuana Dispensary in appropriate places and under strict conditions, for medical marijuana infused products, medical marijuana paraphernalia, and medical marijuana dispensing and cultivation (either related to a Registered Marijuana Dispensary or the personal cultivation by qualified patients or by personal caregivers on the behalf of qualified patients). It is the intent of this section to minimize impacts on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with medical marijuana activities.

(b) Applicability. No Registered Marijuana Dispensary or related use shall be established except in full compliance with the provisions of the State Department of Public Health (DPH) regulations for medical marijuana as promulgated in the Code of Massachusetts Regulations (105 CMR 725) and this § 174-9(J). The cultivation, production, processing, assembly, packaging, retail or wholesale sale, trade, distribution or dispensing of marijuana for medical use is prohibited unless permitted hereunder.

(c) Special terms used in this § 174-9(J) shall have the meanings defined in the promulgated DPH regulations for medical marijuana (105 CMR 725.004).

(d) Nothing in this § 174-9(J) shall be construed to supersede or preempt any federal or state laws governing the sale, distribution or consumption of narcotic drugs. If the application of any provision of this § 174-9(J) shall be determined to be invalid or unenforceable, the remainder hereof shall not be affected thereby, and the provisions of this section are severable.

(2) Basic requirements.

(a) The Board of Appeals as special permit granting authority may grant a special permit for a Registered Marijuana Dispensary only in the Highway Business District (as identified in § 174-8.5(C)(14)), Industrial Park District (as identified in § 174-8.6(C)(15)), or Industrial District (as identified in § 174-8.7(C)(14)), and only upon compliance with the following requirements:

(i) No applicant shall have been convicted of violating the provisions of Massachusetts General Laws c. 119, § 63, or c. 94C, or similar laws in other jurisdictions.

(ii) The applicant has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.

(iii) A Registered Marijuana Dispensary and/or cultivation activities shall only be located (i) on property that borders Route 9, and (ii) not less than 500 linear feet from a property line of a school, recreational facility or day care center (see definitions in § 174-9(J)(2)(c) below) located in the Town of Southborough. The distance of 500 linear feet shall be measured from all property lines of the proposed facility.

(iv) Any permitted Registered Marijuana Dispensary site shall comply with the requirements of the Town's Sign bylaw at all times and, upon penalty of special permit revocation, shall not use any advertising material that is misleading, deceptive, false, or that is designed to appeal to minors. Off-site signage or advertising in any form (including billboards) is prohibited.

(v) No activities, products or treatment occurring within or on the premises of a Registered Marijuana Dispensary shall be displayed in the windows or on the building thereof, or be visible to the public from the pedestrian sidewalks or walkways or from other areas, public or semi-public, outside such facility or premises.

(b) No person shall be deemed to have any entitlement or vested rights to permitting under this bylaw by virtue of having received any prior permit from the Town of any kind, including prior permitting under this bylaw.

(c) For purposes of this § 174-9(J), the following terms shall have the meanings ascribed:

(i) A "school" means any public or private educational facility that provides services to children in grades 12 or under.

(ii) A "recreational facility" means a park, playground, forest preserve, conservation area, running trail or track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court, hockey rink, dance or gymnastic studio, whether publicly or privately owned, to which the public has a right of access as an invitee.

(iii) A "day care center" means any establishment, whether public or private, that provides care for children and is licensed by the Massachusetts Department of Early Education & Care.

(3) Term of Special Permit. Any special permit issued pursuant to this § 174-9(J) shall be valid for a period of two (2) years from the date of issuance. Any renewal of a special permit shall be governed by the then-existing standards and procedures set forth in this bylaw, and any regulations adopted pursuant thereto by the Board of Appeals."

***And further*, in § 174-8.5(C), add a new subsection (14) as follows:**

"(14) Registered Marijuana Dispensary as defined in 105 CMR 725.004"

**in § 174-8.6(C), add a new subsection (15) as follows:**

"(15) Registered Marijuana Dispensary as defined in 105 CMR 725.004"

**in § 174-8.7(C), add a new subsection (14) as follows:**

"(14) Registered Marijuana Dispensary as defined in 105 CMR 725.004"

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article would establish a new bylaw to regulate the location of marijuana dispensary sites in Town. The article is consistent with bylaws passed by other communities in the Commonwealth of Massachusetts for the same purpose, and similar language has been approved previously by the Attorney General's Office.*

**MOTION MADE:** That the Town vote to amend Chapter 174 (Zoning) of the Code of the Town of Southborough, Massachusetts by adding text related to Medical Marijuana as printed in the warrant.

Requires a 2/3 vote.

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED UNANIMOUSLY.**

**Approved by the Attorney General on May 12, 2014.**

**At 10:53 PM a motion was made to adjourn the Annual Town Meeting until Thursday, April 17, 2014 at 7:30PM**

**MOTION PASSED UNANIMOUSLY.**

# TOWN OF SOUTHBOROUGH
## Adjourned Annual Town Meeting
## April 17, 2014

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Thursday, April 17, 2014 at 7:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 326 voters were present.

**Checkers:**

| | |
|---|---|
| **Alice B. Gaffney** | **Lidia A. Kiley** |
| **Linda C. Hubley** | **Delia A. Mulvaney** |
| **Doriann M. Jasinski** | **Karen A. White** |

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Town Clerk, Paul J. Berry:

**Tellers:**

| | |
|---|---|
| **Roger W. Challen** | **29 Oak Hill Road** |
| **Salvatore M. Giorlandino** | **7 Summit Road** |
| **James P. Hellen** | **137 Woodland Road** |
| **George M. Pedersen, Jr.** | **11 Strawberry Hill Road** |
| **Stephen C. Phillips** | **26 Main Street** |
| **Paul O. Smith** | **55 School Street** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:44PM.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 18-30 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian P. Ballantine, Finance Director**
**Jennifer L. Burney, Town Planner**
**William Brewin, Eastbrook Inc. Representative**
**Patrick Collins, Assabet Valley High School**
**Kimberly Ivers, Acting Library Director**
**Karen M. Galligan, Superintendent of Public Works**
**Vanessa D. Hale, Assistant Town Administrator**
**Michelle A. Jenkins, Assistant Town Clerk**
**Heidi Kriger, Town Accountant**
**Kristopher Louto, Director of Business Operations, Assabet Valley High School**
**Sanford Matathia, Counsel for the Gulbankian Family**
**Kathleen MacDonald, EMC Representative**
**Robert MacDonald, EMC Representative**
**Joseph C. Mauro, Jr., Fire Chief**
**Terry Newman, Southborough Access Media**
**Kenneth M. Paulhus, Chief of Police**
**Brad Petrishen, Reporter, MetroWest Daily News**
**Thomas F. Prince, Framingham Resident/Restaurateur**
**Mark J. Purple, Town Administrator**
**Mark S. Robidoux, Inspector of Buildings**
**Beth Rosenblum, Conservation Administrator**

*ARTICLE 18:* To see if the Town will vote to strike in its entirety the current text of Chapter 19 of the Code of the Town of Southborough, Massachusetts, and insert in place thereof the following text:

Chapter 19. FLOOD INSURANCE

**[HISTORY: Adopted 5-27-1975 Annual Town Meeting, Art. 46. Amendments noted where applicable.]**

§ 19-1. Compliance with National Flood Insurance Program.

The Town assures the Federal Emergency Management Agency that it will enact as necessary, and maintain in force for those areas having flood hazards, adequate land use and control measures with effective enforcement provisions consistent with the criteria set forth in Section 60 of the National Flood Insurance Program Regulations found in 44 CFR.

§ 19-2. Responsibility and authority of Selectmen.

The Town vests the Board of Selectmen with the responsibility, authority and means to:

A. Delineate or assist the Administrator, at his request, in delineating the limits of the areas having special flood hazards on available local maps of sufficient scale to identify the location of building sites.
B. Provide such information as the Administrator may request concerning present uses and occupancy of the floodplain.
C. Cooperate with federal, state and local agencies and private firms which undertake to study, survey, map and identify floodplain areas and cooperate with neighboring communities with respect to management of adjoining floodplain areas in order to prevent aggravation of existing hazards.
D. Submit on the anniversary date of the community's initial eligibility an annual report to the Administrator on the progress made during the past year within the community in the development and implementation of floodplain management measures.

§ 19-3. Record of elevations to be kept.

The Town appoints the Board of Selectmen to maintain for public inspection and to furnish upon request a record of elevations, in relation to mean sea level, of the lowest floor, including basement, of all new or substantially improved structures located in the special flood hazard areas. If the lowest floor is below grade on one or more sides, the elevation of the floor immediately above must also be recorded.

§ 19-4. Other action to be taken.

The Town agrees to take such other official action as may be reasonably necessary to carry out the objectives of the program.

, or do or act anything in relation thereto.

**Sponsored by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article amends the Town's regulations to comply with the National Flood Insurance Program.*

**MOTION MADE:** That the Town vote to strike in its entirety the current text of Chapter 19 of the Code of the Town of Southborough, Massachusetts, and insert in place thereof the text printed in the warrant as it relates to Flood Insurance.

**MOTION MADE:** That the Town vote to combine discussions concerning Articles 18 and 19.

**MOTION PASSED UNANIMOUSLY**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on May 12, 2014.**

***ARTICLE 19:*** To see if the Town will vote to amend the Zoning Bylaw, Section 174-8.9, thereof, by striking that section in its entirety and inserting in place thereof the following text:

Chapter 174. ZONING

Article III. Use Regulations

§ 174-8.9. WFP Wetland and Floodplain District.

**[Added 4-12-1993 ATM, Art. 43; amended 4-12-2011 ATM, Art. 32]**

A. The Wetland and Floodplain District is considered to be an overlay district. The District includes all special flood hazard areas within the Town of Southborough designated as Zone A and AE, on the Worcester County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Worcester County FIRM that are wholly or partially within the Town of Southborough are Panel Numbers 25027C0654F, 25027C0658F, 25027C0659F, 25027C0662F, 25027C0666F, 25027C0667F, 25027C0668F, 25027C0669F, 25027C0678F and 25027C0686F, dated July 16, 2014. The exact boundaries of the District may be defined by the one-hundred-year base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and Department of Public Works.

B. Base flood elevation and floodway data.

(1) Floodway data. In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available federal, state, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

(2) Base flood elevation data. Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or five acres, whichever is the lesser, within unnumbered A zones.

C. Notification of watercourse alteration. In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse:

(1) Adjacent communities.

(2) NFIP State Coordinator:

Massachusetts Department of Conservation and Recreation
251 Causeway Street, Suite 600-700
Boston, MA 02114-2104

(3) NFIP Program Specialist:

Federal Emergency Management Agency, Region I
99 High Street, 6th Floor
Boston, MA 02110

D. Reference to existing regulations.

(1) The Floodplain District is established as an overlay district to all other districts. All development in the District, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with Chapter 131, Section 40, of the Massachusetts General Laws and with the following:

(a) Section of the Massachusetts State Building Code which addresses floodplain and coastal high hazard areas (currently 780 CMR).
(b) Wetlands Protection Regulations, Department of Environmental Protection (DEP) (currently 310 CMR 10.00).
(c) Inland Wetlands Restriction, DEP (currently 310 CMR 13.00).
(d) Minimum Requirements for the Subsurface Disposal of Sanitary Sewage, DEP (currently 310 CMR 15, Title 5).

(2) Any variances from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

E. Other use regulations.
(1) All subdivision proposals must be designed to assure that:
(a) Such proposals minimize flood damage;
(b) All public utilities and facilities are located and constructed to minimize or eliminate flood damage; and
(c) Adequate drainage is provided to reduce exposure to flood hazards.
(2) In Zones AE, along watercourses in the Town of Southborough that have a regulatory floodway designated on the Worcester County FIRM, encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

or do or act anything in relation thereto.

**Sponsored by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article amends the Town's zoning regulations relative to development within floodplains, including adoption of newly amended Flood Insurance Rate Maps to establish the Wetland and Floodplain District. Amendment of the floodplain bylaw is required to maintain compliance with FEMA's National Flood Insurance Program.*

**MOTION MADE:** That the Town vote to amend the Zoning Bylaw, Section 174-8.9, thereof, by striking that section in its entirety and inserting in place thereof the text printed in the warrant as it related to WFP Wetland and Floodplain District.e.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

**Approved by the Attorney General on May 12, 2014.**

***ARTICLE 20:*** To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, by striking Section 174-10 in its entirety and inserting in place thereof the following text, or do or act anything in relation thereto:

174-10. Site plan review.

A. Purpose. The purpose of site plan review is to provide adequate review of development plans that may have significant impacts on traffic, stormwater, community services, environmental quality, and the character of the Town; to regulate development so as to protect public health and safety; and to promote logic, imagination, and innovation in the design process while protecting properties in the vicinity of the site.

B. Applicability. The requirements of this section shall apply to the following:

(1) Any construction or alteration, expansion, or reconstruction on a site used for purposes other than a single- family or two-family dwelling;

(2) Any change in use or reactivation of a structure that has not been in use for two or more years;

(3) Any construction, expansion, or alteration of any off-street parking with five (5) or more parking spaces serving a nonresidential or multi-family use; or

(4) Any removal, fill, or change of grade of earth materials undertaken in order to construct or locate buildings, structures, and such features accessory thereto as ways, driveways, areaways, walks, or parking areas when such removal, fill, or change of grade of earth materials precedes construction by three months or more.

C. General requirements.

(1) No building permit shall be issued for any use or activity requiring site plan review unless a site plan has been reviewed and approved therefor under the provisions of this § 174-10; and no building permit shall be issued for any use or activity requiring major plan review with a special permit until a special permit has been granted therefor; and no certificate of occupancy or certificate of zoning compliance shall be issued unless the site is constructed in accordance with the approved site plan.

(2) Any work done in deviation from an approved site plan shall be a violation of this Bylaw unless such deviation is approved in writing by the applicable site plan review authority or determined by the Building Inspector to be an insubstantial change.

D. Minor plan review.

(1) Thresholds. Any proposal under § 174-10(B)(1) through (4) involving less than 3,500 square feet of gross floor area or which would require at least five (5) but fewer than twenty (20) parking spaces regardless of the number of parking spaces existing on the premises shall be subject to minor plan review by the Development Coordinating Group, "DCG", which shall be chaired by the Town Planner and shall consist of a member of Selectmen, the Building Inspector, the Superintendent of Public Works, the Board of Health Agent, the Police Chief and Fire Chief, or their duly authorized designees.

(2) Procedures.

(a) An application for minor plan review shall be in accordance with the Planning Board's rules and regulations.

(b) The DCG shall meet at a regularly scheduled time and place to review the site plan.

(c) The DCG's decision to approve, approve with conditions, or refer the plan to the Planning Board shall be in writing, and shall be made within thirty (30) days of receipt of a complete application for minor plan review.

(d) Any dispute arising from the minor plan review process or any plan not receiving unanimous approval from the DCG shall be referred to the Planning Board for review and decision. The DCG may also refer any application for minor plan review to the Planning Board for review and decision if it determines that, due to unusual circumstances or a unique situation, the plan warrants review by the Planning Board. In the event that the DCG refers a minor plan review application to the Planning Board, the Planning Board shall issue a written decision to approve, approve with conditions, or deny the site plan within thirty (30) days of receipt from the DCG.

E. Major plan review.

(1) Thresholds. Any proposal under § 174-10(B)(1) through (4) containing 3,500 square feet or more of gross floor area, or which would require twenty (20) or more parking spaces regardless of the number of parking spaces existing on the premises; or which involves the removal, fill, or change of grade of earth materials on a site when such activity precedes construction by three months or more, shall be subject to major plan review by the Planning Board.

(2) Procedures.

(a) An application for major plan review shall be submitted in accordance with the Planning Board's rules and regulations.

(b) Following receipt of an application, the Planning Board or its designee shall review the plan for completeness within three (3) business days. A determination of completeness shall be based on the submission requirements set forth in the Planning Board's rules and regulations. If the submission is determined incomplete by the Planning Board or its agent, notice will be mailed to the applicant by certified mail within three (3) business days of the submission, specifying the deficiencies.

(c) The Planning Board shall hold a public hearing on an application for major plan review and shall give written notice of the time and place of said hearing to the applicant and the Board of Selectmen. The applicant shall be responsible for sending the notice to all abutters certified by the Board of Assessors by certified mail, return receipt requested, at least ten (10) days before the hearing date.

(d) At the applicant's expense and in accordance with the Planning Board's rules and regulations, copies of the major site plan application shall be provided to the Board of Selectmen and any other reviewing parties as determined by the Planning Board. The failure of any such board or other reviewing party to provide the Planning Board with comments on the application within thirty (30) days of receipt by such board or reviewing party shall be deemed a lack of opposition thereto. All responses received from any reviewing party shall be entered into the minutes of Planning Board meetings at which action is taken on the major plan review application.

(e) The Planning Board shall act on an application for major plan review and send written notice of its decision to the applicant, the Board of Selectmen, and the Building Inspector within sixty (60) days of the receipt of the complete application. Failure of the Planning Board to so act and to notify the applicant within said sixty (60) days shall constitute approval of the site plan unless the required time limit is extended by written agreement between the Planning Board and the applicant. A copy of any such written agreement shall be filed with the town clerk.

(f) The Planning Board may, in its approval of a site plan, impose appropriate conditions at the expense of the applicant, including performance bonds, sureties and other performance guarantees, to promote the purposes of this section. Such conditions, if any, shall become binding zoning requirements of the project.

(g) The Planning Board may deny a site plan application only if the application does not include the information required for the Planning Board to make a decision based on the criteria in subsection (3) below.

(h) The Planning Board's major site plan decision shall lapse within two (2) years following the date thereof. The Planning Board may grant one (1) or more one-year extensions if the applicant petitions for the same prior to the date of expiration. If the actions permitted in the site plan decision are not exercised within two (2) years or an extension period, if any, authorized by the Planning Board, a new site plan application, notice, hearing, and approval will be required prior to the issuance of a building permit.

(3) Decision criteria. In acting upon a major plan review application, the Planning Board shall base its decision on the following criteria:

(a) The site plan meets all applicable requirements of this Bylaw;

(b) The degree to which the proposed project:

[1] Minimizes clearing and grading on the site, and reduces the volume of cut and fill, the number of removed trees, the length of removed or altered stone walls, soil erosion, threat of air pollution, or contamination of groundwater and surface water resources;

[2] Incorporates as many green building standards as practical, given the type of building(s) and proposed uses;

[3] Provides for pedestrian, bicycle, and vehicular safety, and adequate access to each structure on the site for fire and other emergency service equipment;

[4] Reduces the visibility of parking, storage, or other outdoor service areas viewed from public ways or abutting residential properties;

[5] Reduces glare from headlights, reduces light trespass onto adjacent lots or the street and light overspill into the night sky;

[6] Avoids the removal or disruption of historic, traditional, or significant structures or architectural elements;

[7] Reduces obstruction of scenic views from publicly accessible locations; and

[8] Is compatible with the surrounding area as to building design or scale or overall site design; and

(c) Any variances required from the Board of Appeals have been granted.

(4) Appeals. Any decision of the Building Inspector based on failure to obtain approval of a site plan from the Planning Board or failure to comply with conditions of a site plan approved under this section may be appealed to the Board of Appeals in accordance with Massachusetts General Laws c. 40A §§ 8 and 15.

F. Site plan modifications.

(1) Insubstantial or de minimis changes to an approved site plan may be authorized by the Building Inspector, with approval from the DCG, if required by physical, natural, economic or other factors not foreseen at the time of plan review.

(2) The following changes shall be deemed substantial and not de minimis and shall be made only through review by the Planning Board, following the same procedures as the original major plan submission:

(a) Any change in the size of a building or structure;

(b) Any change in the location of any building by more than six (6) feet;

(c) Any expansion of the capacity of a parking facility by more than three (3) spaces;

(d) Any change in the location or width of an interior access road by more than ten (10) feet;

(e) Any reduction in landscaping or screening; or

(f) Any changes to the plan due to requirements imposed by a State agency.

(3) Any change shall be requested in writing, with the basis for the change explained, following which approved changes shall be recorded on the file copy of the site plan with the Building Inspector's signature and the date.

G. Special permit with major plan review.

(1) Applicability. When the Planning Board is the special permit granting authority for a proposed use that is subject to major plan review, the Planning Board shall address major site plan review and the special permit through a unified application, review, and decision process consistent with this section and § 174-9. Major plan review in a Village Business District shall be in accordance with § 174-10.1.

(2) Procedures.

(a) An application for a special permit with major plan review shall be submitted in accordance with the Planning Board's rules and regulations and filed with the Town Clerk and the Planning Board.

(b) The Planning Board shall hold a public hearing and render its decision in accordance with the special permit procedures under § 174-9.

(c) In acting on an application for a special permit with major plan review, the Planning Board shall consider both the special permit granting criteria under § 174.9 and the major site plan review criteria under § 174-10(E)(3).

(d) An appeal of the Planning Board's decision on a special permit with major plan review shall be made in accordance with Massachusetts General Laws c. 40A, § 17.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would amend the Town's current Site Plan Review Section 174-10 but not affect existing Section 174-10.1 which will remain unchanged.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTIOIN PASSED UNANIMOUSLY.**

*ARTICLE 21:* To see if the Town will vote, pursuant to M.G.L. c. 41 §1B, to have the elected office of the Town Clerk become an appointed Town Clerk. Such appointment shall be made by the Board of Selectmen for a term not to exceed three (3) years, and further provided that such vote of Town Meeting shall be subject to the acceptance by the voters of the Town by a ballot question in the form of the following question to be placed on the official Town Ballot, as provided by said Section 1B of Chapter 41 of such General Laws:

"Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town?
Yes __ No __"

Said appointment shall not take effect until the expiration of the term of office of the Town Clerk as may be re-elected at the annual election on May 12, 2014; or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *This article seeks to change the Town Clerk's position from an elected to an appointed position. This change will only take place after the current term of the incumbent expires. It will also require approval at the ballot on May 12, 2014 town election. Many Massachusetts communities are shifting from elected to appointed positions for Town Clerk as the responsibilities of the position have increased, and the need to ensure that you get the most qualified person for the position.*

**MOTION MADE:** That the Town vote, pursuant to M.G.L. c. 41 §1B, to have the elected office of the Town Clerk become an appointed Town Clerk. Such appointment shall be made by the Board of Selectmen for a term not to exceed three (3) years, and further provided that such vote of Town Meeting shall be subject to the acceptance by the voters of the Town by a ballot question in the form of the following question to be placed on the official Town Ballot, as provided by said Section 1B of Chapter 41 of such General Laws

"Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town? Yes __ No __"

Any incumbent in such office shall continue in such office until the expiration of the current term.

**AMENDMENT TO THE MAIN MOTION:** That the Town vote to amend the main motion by adding the following statement, "Said appointment shall not take effect until the expiration of the term of office of the Town Clerk as may be re-elected at the annual election on May 12, 2014, after the words, "Shall the Town vote to have its elected Town Clerk become an appointed Town Clerk of the Town? Yes __ No __"

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENT DEFEATED.**

***ARTICLE 22:*** To see if the Town will vote to accept and approve the following text of a Special Act, and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts pursuant to the provisions of the State Constitutional Amendment, Article 2, Section 8, thereof, and all other applicable laws, thereof for Special Law substantially in the following form. The legislature may reasonably vary the form and substance of the petitioned legislation, subject to the approval of the Board of Selectmen who are hereby authorized to approve amendments within the scope of the general public objectives of this petition. In addition, the Board of Selectmen is authorized to pursue a more limited or specific scope as the Board of Selectmen deem appropriate, so long as to accomplish the general public objectives of this petition, or do or act anything in relation thereto.

AN ACT TO CHANGE THE APPOINTING AUTHORITY OF THE POLICE CHIEF, FIRE CHIEF AND THE SUPERINTENDENT OF THE DEPARTMENT OF PUBLIC WORKS FROM THE BOARD OF SELECTMEN TO THE TOWN ADMINISTRATOR.

Section I

Police Chief. Notwithstanding the provisions of Chapter 41, Section 97A of the General Laws, the Town Administrator shall appoint, subject to approval by the Board of Selectmen, a police chief who shall have the authority to appoint police officers and other department personnel, subject to approval by the Town Administrator. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Administrator may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Administrator's recommendation for removal. The police chief shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the Town Administrator; provided, that such regulations shall become effective without such approval upon the failure of the Town Administrator to take action thereon within thirty (30) days after they have been submitted to him or her by the police chief. The police chief shall be in immediate control of all Town property used by the department, and of the police officers, whom he or she shall assign to their respective duties and who shall obey his or her orders.

Section II

Fire Chief. Notwithstanding the provisions of Chapter 48, Section 42 of the General Laws, and Chapter 591 of the Acts of the General Court of 1920, the Town Administrator shall appoint, subject to approval by the Board of Selectmen, a fire chief who shall have the authority to appoint firefighters and other department personnel, subject to approval by the Town Administrator. The chief shall be appointed for a term not to exceed three (3) years, but may be appointed for successive terms of office. The Town Administrator may recommend removal of the chief to the Board of Selectmen, who must act within thirty (30) days to accept or reject the Town Administrator's recommendation for removal. The fire chief shall have charge of extinguishing fires in the Town and the protection of life and property in case of fire, and any emergency medical services provided or supervised by the Department. He or she shall purchase, subject to the approval of the Town Administrator, and keep in repair all property and apparatus used for and by the fire department. He or she shall have and exercise all the powers and discharge all the duties conferred or imposed by statute upon engineers in Towns except as herein provided, and shall appoint a deputy chief and such officers and firemen as he or she may think necessary, and may remove the same at any time for cause and after a hearing. He or she shall have full and absolute authority in the administration of the department, shall make all rules and regulations for its operation, shall report to the Town Administrator from time to time as he or she may require, and shall annually report to the Town the condition of the department with his or her recommendations thereon; he or she shall fix the compensation of the permanent and call members of the fire department subject to the approval of the Town Administrator. In the expenditure of money the chief shall be subject to such further limitations as the Town may from time to time prescribe.

Section III

Superintendent of Public Works. The Town Administrator shall appoint a Superintendent of Public Works, notwithstanding the provisions of Chapter 447 of the Acts of the General Court of 1991, and may provide an employment contract, for a period of up to three years, to provide for the salary, fringe benefits and other conditions of employment, including, but not limited to, severance pay, relocation expenses, reimbursement of expenses incurred in the performance of duties or office, liability and disability insurance, and leave, for the Superintendent of Public Works. Such an employment contract shall prevail over and preempt any provision of any local personnel bylaw, Code section, rule or regulation covering the subject matter of the employment contract. Nothing contained in this section shall affect the appointment or removal powers of the Town Administrator over the above-referenced department head, nor shall it grant tenure to such department head.

**Proposed by: ADVISORY BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *This article seeks to change the hiring and reporting authority for the Police Chief, Fire Chief, and Public Works Director, from the Board of Selectmen to the Town Administrator. The article does not seek additional changes to the existing Special Acts which currently govern the Fire Chief and Public Works Director positions.*

**MOTION MADE:** That the Town vote to accept and approve the following text of a Special Act, and further that the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts pursuant to the provisions of the State Constitutional Amendment, Article 2, Section 8, thereof, and all other applicable laws, thereof for Special Law substantially in the following form. The legislature may reasonably vary the form and substance of the petitioned legislation, subject to the approval of the Board of Selectmen who are hereby authorized to approve amendments within the scope of the general public objectives of this petition. In addition, the Board of Selectmen is authorized to pursue a more limited or specific scope as the Board of Selectmen deem appropriate, so long as to accomplish the general public objectives of this petition.

**MOTION DEFEATED.**

***ARTICLE 23:*** To see if the Town of Southborough will vote to allow donations, without specific usage designation, made to various town departments, i.e. Fire, Library, Police, Recreation under the dollar amount of $5,000, to be used at the discretion of the department manager for use in their department. Such authority shall be obtained without the Board of Selectmen approval. Accounting of funds received and expenditures made shall be maintained in a manner acceptable to the Board of Selectmen for their review as warranted, or do or act anything in relation thereto.

**Proposed by: MELVIN KIZNER**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Not Support**
***Summary:*** *This is a citizen's petition seeking to allow departments to accept donations of less than $5,000 to be used at their discretion without further approval of the Board of Selectmen.*

**MOTION MADE:** That this article be indefinitely postponed.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 24:*** To see if the Town will vote to adopt the following non-binding resolution, or take any action thereon:

WHEREAS, the Town of Southborough has for many years followed the policy of implementing a single tax rate for residential, commercial, industrial and personal property; and

WHEREAS, pursuant to State law, the Board of Selectmen may, at their annual tax classification hearing for each fiscal year, vote to implement a split tax rate for such fiscal year, whereby one property tax rate applies to residential property and a second, different property tax rate applies to commercial, industrial and personal property; and

WHEREAS, approximately 30% of all cities and towns in Massachusetts have adopted a split tax rate, providing property tax relief for residential property owners; and

WHEREAS, of the cities and towns in Massachusetts with over 15% of their total taxable property value in the classes of commercial, industrial and personal property (including Southborough, with over 19% of its taxable real property in these classes), over 60% have adopted a split tax rate; and

WHEREAS, the average annual single-family residential property tax bill for Southborough residents has increased by 19% over the past seven fiscal years (from $7,289 in FY07 to $8,676 in FY14); and

WHEREAS, the adoption of a split tax rate in Southborough, with one tax rate for residential property and a different, higher tax rate for commercial, industrial and personal property, can provide property tax relief for all Southborough residential property owners.

Therefore be it RESOLVED, that the 2014 Annual Town Meeting:

ACKNOWLEDGES that property tax relief for Southborough residential property owners is a valuable result for the vast majority of the citizens of the Town; and

FURTHER ACKNOWLEDGES that residential property tax relief is particularly valuable for those Southborough residential property owners living on a fixed income, without the means to produce additional income to pay the increasing residential property taxes; and

ENDORSES a cautious implementation of a split tax rate for FY15; and

REQUESTS that the Board of Selectmen, at their Fall, 2014 tax classification hearing, adopt a split tax rate with the commercial/industrial/personal property tax rate set at a value of at least 105% of the residential property tax rate; and

FURTHER REQUESTS that the Board of Selectmen, subsequent to a vote to implement a split tax rate as requested above, carefully monitors any significant impacts from this split tax rate policy and presents a report to the 2015 Annual Town Meeting on the details of any such impacts identified.

**Proposed by: SAM STIVERS**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *Establishing a single tax rate or a split tax rate is the responsibility of the Board of Selectmen. Town Meeting (without changes to State law) cannot require that the Selectmen vote for a split tax rate. This non-binding article seeks to gain a "sense of Town Meeting" relative to adoption of a split tax rate for FY15, and thereby influence the FY15 tax classification vote by the Selectmen.*

**MOTION MADE:** That the Town accept the following non-binding resolution pertaining to the implementation of a split tax rate for FY15, as printed in the warrant.

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION DEFEATED BY MAJORITY VOTE.**

***ARTICLE 25:*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

*Be in enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the Licensing Authority of the Town of Southborough may grant an additional License for the Sale of All Alcoholic Beverages not to be drunk on the premises pursuant to said Section 15 of Chapter 138, to Panzano Market Inc., located at 154 Turnpike Road, Southborough, MA. The License shall be subject to all of the Provisions of said Chapter 138, except Section 17 thereof. Upon the issuance of the License authorized by this Act, Panzano Market, Inc. shall surrender to the Licensing Authority the License currently held for the Sale of Wine and Malts not to be drunk on the premises.

SECTION 2. The Licensing Authority shall not approve the transfer of the License to any other location, but it may grant the License to a new applicant at the same location if the applicant files with the Licensing Authority a letter from the State Department or Revenue, indicating that the License is in good standing with the Department, and that all applicable taxes have been paid.

SECTION 3. If the License under this Act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal right privileges, and restrictions pertaining thereto, to the Licensing Authority, which may then grant the License to a new applicant at the same location, under the same conditions as specified in the Act.

SECTION 4. This action shall take effect upon its passage.

**Proposed by: WILLIAM DEPIETRI**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
***Summary:*** *This is a citizen's petition seeking an All Alcohol Retail license for Panzano Market, Inc. Because the requested license exceeds the quota of licenses granted by the Commonwealth, the Legislature has to approve the license by Special Act should it be approved by Town Meeting.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, "AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES", as printed in the warrant.

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 26:*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative theret

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

*Be in enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the Licensing Authority of the Town of Southborough may grant an additional License for the Sale of All Alcoholic Beverages not to be drunk on the premises pursuant to said Section 15 of Chapter 138, to Eastbrook, Inc. d/b/a Sperry's Country Market Beer and Wine, located at 205 Turnpike Road, Southborough, MA. The License shall be subject to all of the Provisions of said Chapter 138, except Section 17 thereof. Upon the issuance of the License authorized by this Act, Eastbrook, Inc. d/b/a Sperry's Country Market Beer and Wine shall surrender to the Licensing Authority the License currently held for the Sale of Wine and Malts not to be drunk on the premises.

SECTION 2. The Licensing Authority shall not approve the transfer of the License to any other location, but it may grant the License to a new applicant at the same location if the applicant files with the Licensing Authority a letter from the State Department or Revenue, indicating that the License is in good standing with the Department, and that all applicable taxes have been paid.

SECTION 3. If the License under this Act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges, and restrictions pertaining thereto, to the Licensing Authority, which may then grant the License to a new applicant at the same location, under the same conditions as specified in the Act.

SECTION 4. This action shall take effect upon its passage.

**Proposed by: ANTHONY MJ SPERANZELLA**
**oard of Selectmen Recommendation: At Town Meeting**
**dvisory Committee Recommendation: Support**
***ummary:*** *This is a citizen's petition seeking an All Alcohol Retail license for Sperry's Country Market. Because the requested license exceeds the quota of licenses granted by the Commonwealth, the Legislature has to approve the license by Special Act should it be approved by Town Meeting.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, "AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES", as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

**MOTION MADE:** That the Town vote to combine discussions concerning Articles 27 and 28.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 27:*** To see if the Town of Southborough will vote to create a Special Committee, the "Main Street Reconstruction Review Committee", for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations. The Committee shall consist of nine members to be appointed by the Moderator. Town departments shall cooperate with the Committee by providing copies of, and access to, all records of the currently proposed plan, and such other assistance as is appropriate. The Committee shall report its findings and recommendations to the next Annual Town Meeting, and may also provide such report to other boards, committees and agencies.

**roposed by: DAVID PARRY**
**oard of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Support**
***Summary:*** *This is a citizen's petition that seeks to create a special committee appointed by the Moderator to review the current Main Street project and bring back its findings to the next Annual Town Meeting.*

**MOTION MADE:** That the Town vote to create a Special Committee, the "Main Street Reconstruction Review Committee", for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations. The Committee shall consist of nine members to be appointed by the Moderator. Town departments shall cooperate with the Committee by providing copies of, and access to, all records of the currently proposed plan, and such other assistance as is appropriate. The Committee shall report its findings and recommendations to the next Annual Town Meeting, and may also provide such report to other boards, committees and agencies.

**AMENDMENT TO THE MAIN MOTION:** That the Town vote to amend the main motion by striking the words: "nine" in sentence 2, "shall" in sentence 3 and "next annual" and "such" in sentence 4, and inserting the words, "specifically including recommendations on project Right of Way acquisition and appropriation by Town Meeting" in sentence 1, "seven" in sentence 2, "may" in sentence 3, and "considering such Right of Way acquisition" and "an earlier" and "Town Meetings" in sentence 4.

So that the complete amended text is as show below:

To see if the Town of Southborough will vote to create a Special Committee, the "Main Street Reconstruction Review Committee", for the purpose of assessing whether the current Main Street reconstruction proposal is in the best interests of the Town, and to report on its findings and recommendations, specifically including recommendations on project Right of Way acquisition and appropriations by Town Meeting. The Committee shall consist of ~~nine~~ seven members to be appointed by the Moderator. Town departments ~~shall~~ may cooperate with the Committee providing copies of, and access to, all records of the currently proposed plan, and such other assistance s is appropriate. The Committee shall report its findings and recommendations to the ~~next Annual~~ Town Meeting considering such ight of Way acquisition,-and may also provide ~~such~~ an earlier report to Town Meetings, other boards, committees and agencies.

**AMENDMENT PASSED BY MAJORITY VOTE.**

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION WITH AMENDMENT DEFEATED: 121 in favor, 124 opposed**

*ARTICLE 28:* To see if the Town of Southborough will vote to raise and appropriate the sum of $15,000 to fund the work of the Main Street Street Reconstruction Committee, or do anything in relation thereto.

**Proposed by: DAVID PARRY**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *This is a citizen's petition that seeks Town funding, and which will be supplemented by private funding, to hire a consultant to review the current plan for the Main Street project and to make recommendations thereon.*

**MOTION MADE:** That this article be indefinitely postponed

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 29:* To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the renovation of the artificial turf field known as "9/11 Field" or do or act anything in relation thereto.

**Proposed by: JAMES F. HEGARTY**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *This is a citizen's petition that seeks funding authorization to replace the turf at the 9/11 Field, which has reached the end of its useful life.*

**MOTION MADE:** That the Town vote to raise and appropriate by borrowing the sum of $600,000 for the renovation of the artificial turf field known as "9/11 Field", said borrowing is expected to be paid in the first instance through user fees of 9/11 Field.

Requires a 2/3 vote.

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MOTION PASSED: 201 in favor, 21 opposed**

*ARTICLE 30:* To see if the Town of Southborough will vote to amend the Zoning Map by removing from the Residence A District and placing in the Industrial District the following property:

> An 8.213 acre parcel of land located at the southeast corner of the intersection of Cordaville Road and Mount Vickory Road, shown as "Lot 1/3" on a plan entitled "Plan of Land in Southborough, MA", prepared by Connorstone, prepared for Michael G. & Alice D. Gulbankian, dated September 13, 2005, recorded with Worcester District Registry of Deeds as Plan 59 in Plan Book 832;

or take any other action relative thereto.

**Proposed by: MICHAEL GULBANKIAN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
***Summary:*** *This is a citizen's petition that seeks to rezone a parcel of property as part of a mediated legal agreement.*

**MOTION MADE:** That the Town vote to amend the Zoning Map by removing from the Residence A District and placing in the Industrial District the following property:

> An 8.213 acre parcel of land located at the southeast corner of the intersection of Cordaville Road and Mount Vickory Road, shown as "Lot 1/3" on a plan entitled "Plan of Land in Southborough, MA", prepared by Connorstone, prepared for Michael G. & Alice D. Gulbankian, dated September 13, 2005, recorded with Worcester District Registry of Deeds as Plan 59 in Plan Book 832;

**MOTION TO MOVE THE QUESTION PASSED BY MAJORITY VOTE.**

**MAIN MOTION PASSED: 235 in favor, 10 opposed.**

**Approved by the Attorney General on May 12, 2014.**

**At 11:17PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Paul J. Berry, Town Clerk

## TOWN OF SOUTHBOROUGH
### Annual Town Meeting
### April 13, 2015

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Monday, April 13, 2015 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 239 voters were present.

**Checkers:**

**Alice B. Gaffney**
**Linda C. Hubley**
**Delia A. Mulvaney**
**Sally Watters**
**Karen A. White**
**Jean Wood**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Temporary Town Clerk, Michelle A. Jenkins:

**Tellers:**

| | |
|---|---|
| **Susan G. Baust** | **28 Latisquama Road** |
| **Roger W. Challen** | **29 Oak Hill Road** |
| **Joseph C. Laning** | **9 Maplecrest Drive** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **Craig W. Nicholson** | **30 Pinecone Lane** |
| **Paul O. Smith** | **55 School Street** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:10pm.**

The Colors were presented by The GIRL SCOUTS from the following Troops:

**Troop 75014**
Freya Blank
Lily Chan
April Davis
Emily Hinterneder
Alison Hojlo
Sanjana Singh
Alexandra Varner

**Troop Leaders**: Angela Varner and Jeanine Hinterneder

**Troop 72786**
Sarah Boush
Olivia Lipman
Charlotte Roiter
Eve Roiter

**Troop Leaders**: Gina Krueger and Julie Jenks

A moment of silence was held in memory of those persons who have served the Town in the past:

**Henry B. Adams** – Selectman 1957-1960
**Lois W. Denman** – Election Worker
**James F. Finneran, III** – Police Officer
**Judith E. Kearns** – Art Teacher, Southborough Schools
**Charles Raymond O'Connell** – Sergeant, Police Department, Constable and Personnel Board
**Alice L. Phillipo** – Southborough Senior Center, Meals on Wheels
**Angeline S. Pessini** – Southborough Senior Center and Election Worker
**Margaret A. Tuttle** – Southborough Library, Meals on Wheels

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian P. Ballantine, Finance Director**
**Jennifer L. Burney, Town Planner**
**Leslie R. Chamberlin, Public Health Nurse**
**Trevor Lucas Dillman, Southborough Access Media**
**Ryan Donovan, Library Director**
**David Finneran, Southborough Teachers Association President**
**Karen M. Galligan, Superintendent of Public Works**
**Bridget Gilleney-Decenzo, Cemetery Director**
**Vanessa D. Hale, Assistant Town Administrator**
**Ernest Houle, Superintendent-Director of Assabet Valley Regional Technical High School**
**Michelle A. Jenkins, Temporary Town Clerk**
**Christine M. Johnson, Superintendent of Schools**
**Salim Kassouf, Finance**
**Heidi Kriger, Town Accountant**
**Pamela LeFrancois, Senior Center Director**
**Cheryl L. Levesque, Director of Business**
**Kristopher Luoto, Director of Business Operations, Assabet Valley Regional Technical High School**
**Gregory Martineau, Assistant Superintendent of Schools**
**Danny Martins, Fire Department**
**Joseph C. Mauro, Jr., Fire Chief**

**Terry Newman, Southborough Access Media**
**John Parent, Facilities Manager**
**Kenneth M. Paulhus, Chief of Police**
**Jonathan Phelps, Metrowest Daily News**
**Paul C. Pisinski, Public Health Director**
**Mark J. Purple, Town Administrator**
**Mark S. Robidoux, Inspector of Buildings**
**Beth Rosenblum, Conservation Administrator**
**Christopher Shanahan, Fire Department**
**Laurie Sugarman-Whittier, Director of Youth and Family Services**
**Jason Talerman, Attorney**
**Jean E. Tower, Director of Technology**

**MOTION MADE:** To waive the reading of the Warrant.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 1*: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**MOTION MADE:** That the Town hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**MOTION PASSED UNANIMOUSLY.**

The following Town Officers and/or Committee members gave a report:

- **Mary Lou Woodford and Nancy A. Sacco** – Presentation of the Dr. Timothy Stone Public Health Award – Dr. Louis Fazen recipient.
- **Brian E. Shea** - Advisory Committee Chairman
- **Frederica Jayne Gillespie** – Community Preservation Chairwoman
- **Ryan Donovan** – Library Director
- **Alfred C. Hamilton** – Public Safety Building Committee Chairman
- **David K. McKay** – Economic Development Chairman

*ARTICLE 2*: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**MOTION MADE:** That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 3*: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

**MOTION MADE:** That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2015 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 4***: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Board Recommendation: Support**
**Summary:** *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

**MOTION MADE:** That the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town vote to discuss Articles 5 and 6 together for purpose of discussion; they shall be voted upon separately.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 5***: To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

## SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

This by-law establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through H ("Classification Schedule") as set forth in Section 20 of this by-law.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

### SECTION 1. DEFINITIONS

As used in this by-law, the following words and phrases shall have the following meanings:

"Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Date" means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

"Base Pay" means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employees in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary

Administration Plan or the By-Laws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

"Class" means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

"Classification Schedule" means any of Schedules A, B, C, D, E, F, G and H of Section 20 hereof.

"Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules.

"Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Continuous Employment" means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department.

"Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules.

"Maximum Rate" means the highest compensation rate to which an Employee is entitled.

"Minimum Rate" means the lowest rate in a Range, and is normally the hiring rate of a new employee.

"Part-Time Employment" means employment less than 20 hours per week.

"Position" means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

"Position Class" means the same as "Class" (note that a class may include only one position, in which event it is defined as a "single position class").

"Promotion" means a change from one position to another position in a higher class and/or compensation grade.

"Range" means the difference between minimum and maximum rates of an assigned grade.

"Rate" means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Administration Plan" means this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

"Single Rate" means a rate for a specific position class that is not in a designated range.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

## SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan**, and it shall be approved at an annual or special town meeting.**

## SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

## SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their normal pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

## SECTION 7. ADJUSTMENT **& COMPENSATION** POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a merit increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the approval of the Department Head, the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees.
An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for merit increases within their grade one year from the date of their last increase.

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

## SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time an increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a probationary period before the promotional increase [not to exceed the percentage increase voted for that fiscal year], then the Personnel Board may approve such a deferred promotional increase at the conclusion of the probationary period (which shall not exceed six months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL **and MERIT INCREASES**

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

b. A new employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Town Administrator [who shall have authorization to set pay rates up to the mid-point]. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process. Henceforth, the Board agrees to allow the Town Administrator the ability to set a starting salary for new employees with comparable experience from the municipal, state or federal sector, up to and not exceeding the mid-point of the pay scale set forth in Schedule A and B of the Salary Administration Plan.

d. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase based on the approved annual percentage set by the Personnel Board, provided that the Department Head recommends and the Personnel Board approves. The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase. This probationary rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another. During any such probationary period, benefit eligible employee(s) nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

## SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board.

## SECTION 11. EMPLOYEE BENEFITS

Employee benefits are a cost to the Town and a form of "indirect pay" to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

**All forms of paid leave set forth in the SAP may represent a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.**

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriot's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving Day
Christmas Day
Day before or after Christmas Day (as set by the Town **annually**)

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay **within the ensuing thirty days** in lieu of holiday pay, with the specific choice of day subject to Department Head approval. **Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years**.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

| Years of Employment | Hours Earned per month |
|---|---|
| 0-5 | 6.666 |
| 6-10 | 10.0 |
| 11-15 | 13.333 |
| 16 or more | 16.666 |

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

The probationary period for new hires would still apply.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator, to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent **and whether there are any physical restrictions the employee must adhere to in the workplace.**

(4) **Annually,** an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and **services** of the deceased. If out-of-state travel is required, the Department Head may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at **professional and** educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All Full-Time employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

| | |
|---|---|
| Associates Degree.... | $ 800.00 |
| Bachelors Degree... | $1,200.00 |
| Masters Degree...... | $1,500.00 |

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide college tuition reimbursement to any Full-Time employee for a course that applies to the employee's specific position and for which the employee attained a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31st of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay **the amount paid to them by** the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence **or retirement** of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

## SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

## SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the Assistant Town Administrator, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting.

e. Between November and January of each fiscal year, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information.

f. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting. In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

g. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

## SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

## SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner that Town By-Laws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may the present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

## SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this by-law.

## SECTION 20: CLASSIFICATION SCHEDULE

### SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

| | Minimum | Midpoint | Maximum |
|---|---|---|---|
| 1 | $35,000 | $40,250 | $45,550 |
| 2 | $37,625 | $43,269 | $48,913 |
| 3 | $40,447 | $46,514 | $52,581 |
| 4 | $45,000 | $52,875 | $60,750 |
| 5 | $48,375 | $56,841 | $65,306 |
| 6 | $52,003 | $61,104 | $70,204 |
| 7 | $62,500 | $75,000 | $87,500 |
| 8 | $73,438 | $88,125 | $102,813 |
| 9 | $86,289 | $103,547 | $120,805 |

| POSITION TITLE | PAY GRADE |
|---|---|
| DEPARTMENT HEADS & MANAGEMENT STAFF | |
| Director of Public Works | 9 |
| Finance Director – Treasurer-Collector | |
| | |
| Assistant Town Administrator | 8 |
| Director of Facilities | |
| Library Director | |
| Building Commissioner | |
| | |
| Director, Youth & Family Services | 7 |
| Director, Council on Aging | |
| Principal Assessor | |
| Director of Recreation | |
| Town Accountant | |
| Town Planner | |
| | |
| SUPERVISORS & TECHNICAL STAFF | |
| Assistant Town Clerk | 6 |
| Conservation Agent | |
| Assistant Director, Youth & Family Services | |
| Outreach Coordinator | |
| | |
| Business Administrator | 5 |
| Children's Librarian | |
| Staff Engineer | |
| Executive Assistant to the Board of Selectmen | |
| Program Coordinator | |
| | |
| Principal Department Assistant | 4 |
| Maintenance Supervisor | |
| Assistant Treasurer/Collector | |
| Assistant Town Accountant | |
| | |
| ADMINISTRATIVE & SUPPORT STAFF | |
| Administrative Assistant | 3 |
| Administrative Assistant II | |
| Senior Library Assistant | |
| | |
| Communications Officer | 2 |

| | |
|---|---|
| **Library Assistant** | |
| **Maintenance Mechanic** | |
| | |
| **Maintenance Custodian** | 1 |

*Increases in salary rates **exceeding the maximum** will be considered on a case by case by the Personnel Board.

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

| | |
|---|---|
| Seasonal Laborer | 1 |
| Electrician | 2 |
| Seasonal Laborer II | 2 |
| Summer Program Assistant, Youth Commission | 2 |
| Election Worker (P.T.) | 3 |
| Page, Library | 3 |
| Election Warden (P.T.) | 4 |
| Clerk, Library | 5 |
| Library Custodian | 5 |
| Substitute Custodian | 5 |
| Receptionist | 8 |
| Secretary, Town Committee | 8 |
| Interim Public Safety Communications Officer | 9 |
| Part-Time Police Dispatcher | 9 |
| Technical Specialist | 9 |
| Administrative Assistant | 10 |
| Animal Control Officer | 11 |
| Business Assistant | 11 |
| Cable Access Facilitator | 11 |
| **Economic Development Coordinator** | **11** |
| Reserve Police Officer | 11 |
| **Technical Specialist II** | **11** |
| Tree Warden | 11 |
| **Information Technology Coordinator** | **12** |
| Interim Police Officer (Reserve) | 12 |
| Nurse | 13 |
| Electrician | 13 |
| Public Health Director | 13 |

Police Lieutenant See Schedule G

*While serving as an Interim Police Officer (Reserve), an employee will fall under Grade 12. After the interim designation has ended, the employee will revert to the Grade 11 classification.

Hourly Rates for Part-Time Positions

| Grade | Minimum | Midpoint | Maximum |
|---|---|---|---|
| 1 | Min wage* | Midpoint | $8.33 |
| 2 | $8.34 | $10.35 | $12.35 |
| 3 | $8.84 | $10.91 | $12.98 |
| 4 | $9.26 | $11.52 | $13.78 |
| 5 | $9.71 | $12.10 | $14.49 |
| 6 | $10.25 | $12.74 | $15.22 |
| 7 | $10.73 | $13.34 | $15.95 |
| 8 | $11.26 | $14.02 | $16.77 |
| 9 | $11.82 | $14.72 | $17.62 |
| 10 | $12.54 | $15.60 | $18.66 |
| 11 | $13.87 | $19.44 | $25.00 |
| 12 | $21.00 | $27.50 | $34.00 |
| 13 | $29.00 | $35.00 | $41.00 |

***Municipalities are subject to the federal minimum wage law, not the state law.**

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

| Grade | Proposed Pay Structure | Drills | Boxes | Signal 55 |
|---|---|---|---|---|
| 1 | Firefighter (Entry Level) | 0.00 | 0.00 | 0.00 |
| 2 | Firefighter I Certified | 18.00 | 16.00 | 16.00 |
| 3 | Firefighter I/II Certified | 19.00 | 17.00 | 17.00 |
| 4 | Firefighter I Certified/Operator | 20.00 | 18.00 | 18.00 |
| 5 | Firefighter I/II Certified/Operator | 21.00 | 19.00 | 19.00 |
| 6 | EMT (Entry Level) | 0.00 | 0.00 | 0.00 |

| | | | | |
|---|---|---|---|---|
| 7 | EMT | 18.00 | 16.00 | 16.00 |
| 8 | EMT-I | 20.00 | 18.00 | 18.00 |
| 9 | Firefighter I Certified/EMT | 20.00 | 18.00 | 18.00 |
| 10 | Firefighter I/II Certified/EMT | 21.00 | 19.00 | 19.00 |
| 11 | Firefighter I Certified/Operator/EMT | 22.00 | 20.00 | 20.00 |
| 12 | Firefighter I/II Certified/Operator/EMT | 23.00 | 21.00 | 21.00 |
| 13 | Lieutenant | 24.00 | 22.00 | 22.00 |
| 14 | Lieutenant/EMT | 26.00 | 24.00 | 24.00 |

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner: $46.00 per hour

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

| | |
|---|---|
| **Cemetery Agent** | **$8,000** |
| Clerk, Board of Registrars | $1,638.33 |
| Emergency Management Coordinator | **$2,000** |
| Registrar of Voters | $205.66 |
| Town Counsel (not including fees) | $1,704.33 |
| Tree Warden | $4,000 |
| Veterans' Agent and Director of Veterans' Services | $10,000 |
| Website Administrator | $5,000 |

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

| | |
|---|---|
| Camp Counselor 1 | 1 |
| Camp Counselor 2 | 2 |
| Assistant Instructor | 3 |
| Lifeguard | 5 |
| Coordinator | 6 |
| Instructor I | 6 |
| Monitors | 6 |
| Program Driver | 6 |
| Assistant Supervisor | 9 |
| Supervisor | 11 |
| Instructor II | 12 |
| Master Instructor | 13 |
| Seasonal Nurse | 13 |

Classification grade is reflective of "Hourly Rates for Part-Time Positions" in this plan.

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Effective July 1, 2011, the Police Lieutenant would be classified under Schedule G. In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

Police Lieutenant:

| Minimum | Midpoint | Maximum* |
|---|---|---|
| 62,668 | 72,992 | 83,316 |

*Increases in salary for long term employees will be considered case by case by the Personnel Board.

SCHEDULE H: COMMUNICATIONS OFFICERS

The role and responsibilities of Communications Officer(s) for the Town are non-traditional, as staff members are expected to work odd hours, nights, weekends and holidays. They are also expected to wear prescribed clothing, as representatives of the Southborough Police and Fire Departments. The below listed items are allowances made for these requirements:

Shift differential:
Communications Officers are required to work 24/7 shifts. As a result, shift differential are paid hourly to scheduled employees for evening and midnight shifts.

Differential is set at:

| | |
|---|---|
| 4pm – 12am | $.50/hour |
| 12am - 8am | $.60/hour |

Clothing Allowance:
Communications Officers are expected to wear clothing as prescribed by the Police Chief. A clothing allowance of $350 per year, paid through reimbursement as receipts are provided, will be allowable.

LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually at Anniversary Date

| | |
|---|---|
| After 5 years | $400 |
| After 10 years | $600 |
| After 15 years | $700 |
| After 20 years | $850 |
| After 25 years | $1,000 |
| After 30 years | $1,200 |
| After 40 years | $1,500 |

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Personnel By-Law governs policies and pay structures for non-union employees. The changes are noted in **bold.***

**MOTION MADE:** That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the changes as printed in the warrant. Changes are noted in **BOLD** in the warrant.

**AMENDMENT MADE:** That the Town vote to amend the title "Program Coordinator" listed as Grade 5 in Section 20 be modified to be classified in Grade 6 of said Section 20.

**AMENDMENT PASSED UNANIMOUSLY.**

**MOTION TO MOVE THE QUESTION PASSED UNANIMOUSLY.**

**MAIN MOTION WITH AMENDMENT PASSED BY MAJORITY VOTE.**

*ARTICLE 6:* To see if the Town will vote to appropriate a sum of money to various accounts as part of the implementation of the Pay and Classification Study, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *As a result of the FY15 Pay and Classification Study, nine positions were below the recommended minimum pay range for their position. This funding brings these positions to the minimum range of pay as approved by the Personnel Board.*

**MOTION MADE:** That the Town vote to raise the sum of $39,338 to fund the implementation of the Pay and Classification Plan as recommended by the Personnel Board, specifically to bring the identified positions into their new grade classifications at the minimum level.

| DEPT | Titles | NEW RANGE MIN | Total Est. Employee Earnings FY16 | FY16 Amount Budgeted | Difference Required to Appropriate | Account for Appropriation: |
|---|---|---|---|---|---|---|
| Assessor | ADMIN 2 | 45,000 | 46,350 | 41,070 | 2,112 | 0100-5-141-000-51100 |
| Board Of Health | ADMIN 2 | 45,000 | 46,350 | 41,070 | 3,168 | 0100-5-512-000-51100 |
| Building Dept | ADMIN 2 | 40,447 | 38,048 | 36,739 | 1,309 | 0100-5-241-000-51100 |
| Council on Aging | Program Coord | 52,003 | 43,060 | 37,763 | 5,297 | 0100-5-541-000-51100 |
| DPW | Staff Engineer | 48,375 | 48,975 | 48,258 | 717 | 0100-5-400-421-51100 |
| Facilities | Facilities Director | 73,438 | 75,641 | 74,791 | 850 | 0100-5-192-000-51100 |
| Library | Library Director | 73,438 | 74,838 | 64,219 | 10,619 | 0100-5-610-000-51100 |
| Recreation | Program Coord | 52,003 | 52,617 | 46,976 | 5,641 | 0100-5-630-000-51100 |
| Treasurer | Prin Dept Assist. | 45,000 | 45,452 | 39,310 | 6,142 | 0100-5-145-000-51100 |
| Youth/Family | Assist. Director Y/F | 52,003 | 52,448 | 48,965 | 3,483 | 0100-5-542-000-51100 |
| | | | | Total for Article | 39,338 | |

**MOTION PASSED BY MAJORITY VOTE.**

*ARTICLE 7:* To see if the Town will transfer from "FY15 Department 910 Employee Benefits" the amount of $115,000 for the purpose of funding a Health Reimbursement Account, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article transfers the estimated balance of money appropriated in FY15 for an employee health reimbursement account (HRA) as agreed with Town employees during benefit negotiations. The original amount of funding was derived from health insurance savings. This would allow the Town to avoid appropriating the balance each year.*

**MOTION MADE:** That the Town vote to transfer from "FY15 Department 910 Employee Benefits" the amount of $115,000 for the purpose of funding a Health Reimbursement Account.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 8:* To see if the Town will vote to transfer the sum of $94,238 between and among various accounts for the fiscal year ending June 30, 2015, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts. The above amount encompasses the following transfers:*

| *FROM:* | *TO:* | *AMOUNT:* |
|---|---|---|
| Benefits – Health Ins.<br>0100-5-910-000-51720 | In Lieu Vacation/Sick<br>0100-6-910-570-51771 | $35,920 |

*A number of retirements that were not anticipated have occurred over the past year, which depleted the article reserved for this purpose, and have left it in deficit.*

| | | |
|---|---|---|
| Benefits – Health Ins.<br>0100-5-910-000-51720 | Liability Insurance<br>0100-5-945-000-57400 | $ 1,480 |

*The annual liability insurance premium was slightly higher than anticipated.*

| | | |
|---|---|---|
| Benefits – Health Ins.<br>0100-5-910-000-51720 | DPW Salary<br>0100-5-400-421-51100 | $54,198 |

*This funds the Cemetery position that was reduced last year in anticipation of a reorganization, but was restored in full for July 1, 2014.*

| | | |
|---|---|---|
| Benefits – Health Ins.<br>0100-5-910-000-51720 | Inspectional Services<br>2269-4-242-437-43990 | $ 2,640 |

*The State performed the required annual certifications of all weights and measuring devices, the cost of which was partially recovered from billing the businesses for the service rendered.*

**MOTION MADE:** That the Town transfer the sum of $94,238 between and among various accounts for the fiscal year ending June 30, 2015, as follows:

| *FROM:* | *TO:* | *AMOUNT:* |
|---|---|---|
| Benefits – Health Ins.<br>0100-5-910-000-51720 | In Lieu Vacation/Sick<br>0100-6-910-570-51771 | $35,920 |
| Benefits – Health Ins.<br>0100-5-910-000-51720 | Liability Insurance<br>0100-5-945-000-57400 | $ 1,480 |
| Benefits – Health Ins.<br>0100-5-910-000-51720 | DPW Salary<br>0100-5-400-421-51100 | $54,198 |
| Benefits – Health Ins.<br>0100-5-910-000-51720 | Inspectional Services<br>2269-4-242-437-43990 | $ 2,640 |

**MOTION PASSED BY MAJORITY VOTE.**

**Presentation made by Mark J. Purple, Town Administrator**

*ARTICLE 9:* To see if the Town will vote to raise a sum of money as may be necessary for the Town's use for Fiscal Year 2016, and make appropriations of the same, or do or act anything in relation thereto.

***SEE BUDGETS ON THE FOLLOWING PAGES (Pages 15 through 23)***

**Proposed by: BOARD OF SELECTMEN**
**Summary:** *See budget report including Advisory Committee and Board of Selectmen's FY16 recommendations.*

**MOTION MADE**: To divide the question.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To take an umbrella vote on those budgets that do not have a hold on them. This one vote will have the effect of voting each separately.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To pass all budgets that do not have a hold on them.

**MOTION PASSED UNANIMOUSLY.**

## *100-199 GENERAL GOVERNMENT*

### *110-119 Legislative*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **114 MODERATOR** | | | | | | |
| 51000-51990 Personal Services | 50 | 0 | 50 | 50 | 50 | |
| 52000-58990 Other Charges and Expenses | 0 | 20 | 25 | 25 | 25 | |
| MODERATOR TOTAL | 50 | 20 | 75 | 75 | 75 | 0.00% |

### *121-129 Executive*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **121 ELECTED BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 2,400 | 2,400 | 4,000 | 4,000 | 4,000 | |
| ELECTED BOARD OF SELECTMEN TOTAL | 2,400 | 2,400 | 4,000 | 4,000 | 4,000 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **122 BOARD OF SELECTMEN** | | | | | | |
| 51000-51990 Personal Services | 280,163 | 310,482 | 309,547 | 319,606 | 319,606 | |
| 52000-58990 Other Charges and Expenses | 75,330 | 44,698 | 59,440 | 58,694 | 58,694 | |
| BOARD OF SELECTMEN TOTAL | 355,494 | 355,180 | 368,987 | 378,300 | 378,300 | 2.52% |

### *131-149 Financial Administration*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **131 ADVISORY COMMITTEE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 150 | 248 | 275 | 306 | 306 | |
| ADVISORY COMMITTEE TOTAL | 150 | 248 | 275 | 306 | 306 | 11.27% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **132 RESERVE FUND** | | | | | | |
| 52000-58990 Other Charges and Expenses | 69,498 | 27,584 | 150,000 | 150,000 | 150,000 | |
| RESERVE FUND TOTAL | 69,498 | 27,584 | 150,000 | 150,000 | 150,000 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **135 TOWN ACCOUNTANT** | | | | | | |
| 51000-51990 Personal Services | 120,694 | 125,738 | 131,249 | 136,066 | 136,066 | |
| 52000-58990 Other Charges and Expenses | 2,206 | 2,670 | 2,705 | 2,705 | 2,705 | |
| TOWN ACCOUNTANT TOTAL | 122,900 | 128,408 | 133,954 | 138,771 | 138,771 | 3.60% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Dec |
|---|---|---|---|---|---|---|
| **136 AUDIT** | | | | | | |
| 52000-58990 Other Charges and Expenses | 30,250 | 25,249 | 25,750 | 30,850 | 30,850 | |
| AUDIT TOTAL | 30,250 | 25,249 | 25,750 | 30,850 | 30,850 | 19.81% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **140 ELECTED BOARD OF ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | |
| ELECTED BOARD OF ASSESSORS TOTAL | 2,250 | 2,250 | 2,250 | 2,250 | 2,250 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **141 ASSESSORS** | | | | | | |
| 51000-51990 Personal Services | 141,200 | 146,531 | 151,772 | 156,948 | 156,948 | |
| 52000-58990 Other Charges and Expenses | 30,200 | 26,250 | 28,150 | 28,660 | 28,660 | |
| ASSESSORS TOTAL | 171,400 | 172,781 | 179,922 | 185,608 | 185,608 | 3.16% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Perce Inc./De |
|---|---|---|---|---|---|---|
| **145 TREASURER/COLLECTOR** | | | | | | |
| 51000-51990 Personal Services | 164,806 | 168,971 | 174,527 | 183,063 | 183,063 | |
| 52000-58990 Other Charges and Expenses | 9,153 | 10,539 | 9,525 | 10,102 | 10,102 | |
| TREASURER/COLLECTOR TOTAL | 173,960 | 179,510 | 184,052 | 193,165 | 193,165 | 4.95% |

***151-159 Operations Support***

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **151 LEGAL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 85,059 | 95,000 | 95,000 | 95,000 | 95,000 | |
| LEGAL TOTAL | 85,059 | 95,000 | 95,000 | 95,000 | 95,000 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **152 PERSONNEL BOARD** | | | | | | |
| 51000-51990 Personal Services | 273 | 0 | 0 | 5,000 | 5,000 | |
| 52000-58990 Other Charges and Expenses | 3,489 | 8,026 | 23,620 | 10,620 | 10,620 | |
| PERSONNEL BOARD TOTAL | 3,762 | 8,026 | 23,620 | 15,620 | 15,620 | -33.87% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **153 SPECIAL LEGAL COUNSEL** | | | | | | |
| 52000-58990 Other Charges and Expenses | 21,206 | 25,881 | 55,000 | 55,000 | 55,000 | |
| SPECIAL LEGAL COUNSEL TOTAL | 21,206 | 25,881 | 55,000 | 55,000 | 55,000 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **155 MANAGEMENT INFORMATION SYSTEMS** | | | | | | |
| 51000-51990 Personal Services | 4,000 | 4,000 | 5,000 | 5,000 | 5,000 | |
| 52000-58990 Other Charges and Expenses | 173,206 | 165,395 | 207,150 | 203,840 | 203,840 | |
| MANAGEMENT INFORMATION SYSTEMS TOTAL | 177,206 | 169,395 | 212,150 | 208,840 | 208,840 | -1.56% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **159 OTHER OPERATION SUPPORT** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 318,705 | 294,038 | 332,286 | 332,286 | |
| OTHER OPERATION SUPPORT TOTAL | 0 | 318,705 | 294,038 | 332,286 | 332,286 | 13.01% |

***160-169 Licensing and Registration***

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **160 ELECTED TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 44,254 | 46,467 | 47,862 | 49,298 | 49,298 | |
| ELECTED TOWN CLERK TOTAL | 44,254 | 46,467 | 47,862 | 49,298 | 49,298 | 3.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **161 TOWN CLERK** | | | | | | |
| 51000-51990 Personal Services | 51,291 | 52,137 | 53,946 | 55,551 | 55,551 | |
| 52000-58990 Other Charges and Expenses | 2,430 | 4,420 | 3,485 | 5,800 | 5,800 | |
| TOWN CLERK TOTAL | 53,721 | 56,557 | 57,431 | 61,351 | 61,351 | 6.83% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **162 ELECTIONS & REGISTRATION** | | | | | | |
| 51000-51990 Personal Services | 68,400 | 62,517 | 60,059 | 56,483 | 56,483 | |
| 52000-58990 Other Charges and Expenses | 19,114 | 13,110 | 18,525 | 17,975 | 17,975 | |
| ELECTIONS & REGISTRATION TOTAL | 87,514 | 75,627 | 78,584 | 74,458 | 74,458 | -5.25% |

***171-179 Land Use***

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **171 CONSERVATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 31,339 | 33,043 | 41,987 | 42,202 | 42,202 | |
| 52000-58990 Other Charges and Expenses | 5,266 | 6,050 | 4,525 | 6,410 | 6,410 | |
| CONSERVATION COMMISSION TOTAL | 36,605 | 39,093 | 46,512 | 48,612 | 48,612 | 4.51% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **175 PLANNING BOARD** | | | | | | |
| 51000-51990 Personal Services | 132,205 | 106,855 | 120,021 | 131,285 | 131,285 | |
| 52000-58990 Other Charges and Expenses | 4,574 | 8,779 | 14,979 | 13,480 | 13,480 | |
| PLANNING BOARD TOTAL | 136,780 | 115,634 | 135,000 | 144,765 | 144,765 | 7.23% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | | |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **176 ZONING BOARD OF APPEALS** | | | | | | |
| 51000-51990 Personal Services | 12,229 | 10,829 | 9,587 | 9,209 | 9,209 | |
| 52000-58990 Other Charges and Expenses | 685 | 80 | 2,900 | 3,050 | 3,050 | |
| ZONING BOARD OF APPEALS TOTAL | 12,914 | 10,909 | 12,487 | 12,259 | 12,259 | -1.83% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **177 OPEN SPACE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 70 | 96 | 250 | 1,000 | 250 | |
| OPEN SPACE TOTAL | 70 | 96 | 250 | 1,000 | 250 | 0.00% |

*Note: Advisory Committee supports commission request of $1,000*

**AMENDMENT MADE:** That the Town vote to reduce the Open Space budget to $250.00

**AMENDMENT WITHDRAWN.**

**MAIN MOTION PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **182 ECONOMIC DEVELOPMENT COMMITTEE** | | | | | | |
| 51000-51990 Personal Services | 0 | 0 | 0 | 23,400 | 19,760 | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 5,000 | 18,400 | 16,215 | |
| ECONOMIC DEVELOPMENT COMMITTEE TOTAL | 0 | 0 | 5,000 | 41,800 | 35,975 | 619.50% |

**AMENDMENT MADE:** That the Town vote to reduce the Economic Development Committee budget to $35, 975.

Presentation made by David K. McCay, Economic Development Chairman.

**MOTION TO MOVE THE QUESTION PASSED BY MAJOITY VOTE.**

**AMENDMENT TO THE MAIN MOTION PASSED BY MAJORITY VOTE.**

***191-199 Other***

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE** | | | | | | |
| 51000-51990 Personal Services | 280,564 | 289,852 | 295,812 | 311,247 | 311,247 | |
| 52000-58990 Other Charges and Expenses | 183,324 | 136,571 | 139,447 | 132,880 | 132,880 | |
| PUBLIC BLDGS. & PROPERTY MAINT. TOTAL | 463,888 | 426,423 | 435,259 | 444,127 | 444,127 | 2.04% |

**BUDGET PASSED UNANIMOUSLY.**

## *200-299 PUBLIC SAFETY*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **210 POLICE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,412,008 | 1,483,985 | 1,591,023 | 1,643,663 | 1,643,663 | |
| 52000-58990 Other Charges and Expenses | 112,528 | 135,976 | 113,987 | 121,277 | 121,277 | |
| POLICE DEPARTMENT TOTAL | 1,524,535 | 1,619,961 | 1,705,010 | 1,764,940 | 1,764,940 | 3.51% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **220 FIRE DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 1,629,676 | 1,623,606 | 1,715,104 | 1,765,850 | 1,765,850 | |
| 52000-58990 Other Charges and Expenses | 163,393 | 160,378 | 172,815 | 176,904 | 176,904 | |
| FIRE DEPARTMENT TOTAL | 1,793,069 | 1,783,984 | 1,887,919 | 1,942,754 | 1,942,754 | 2.90% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **241 BUILDING DEPARTMENT** | | | | | | |
| 51000-51990 Personal Services | 101,181 | 92,172 | 104,412 | 104,403 | 104,403 | |
| 52000-58990 Other Charges and Expenses | 7,758 | 12,989 | 4,350 | 5,650 | 5,650 | |
| BUILDING DEPARTMENT TOTAL | 108,939 | 105,161 | 108,762 | 110,053 | 110,053 | 1.19% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **291 CIVIL DEFENSE** | | | | | | |
| 51000-51990 Personal Services | 2,426 | 2,926 | 2,926 | 2,926 | 2,926 | |
| 52000-58990 Other Charges and Expenses | 179 | 5,680 | 5,880 | 6,464 | 6,464 | |
| CIVIL DEFENSE TOTAL | 2,605 | 8,606 | 8,806 | 9,390 | 9,390 | 6.63% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR** | | | | | | |
| 52000-58990 Other Charges and Expenses | 27,736 | 27,736 | 27,936 | 28,763 | 28,763 | |
| ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL | 27,736 | 27,736 | 27,936 | 28,763 | 28,763 | 2.96% |

## *400-499 PUBLIC WORKS & FACILITIES*

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **400, 420 DEPT. OF PUBLIC WORKS** | | | | | | |
| (Highway, Cemetery, Tree) | | | | | | |
| 51000-51990 Personal Services | 887,181 | 863,176 | 818,734 | 846,937 | 846,937 | |
| 52000-58990 Other Charges and Expenses | 1,191,973 | 1,065,729 | 1,113,175 | 1,155,875 | 1,155,875 | |
| DEPT. OF PUBLIC WORKS TOTAL | 2,079,154 | 1,928,904 | 1,931,909 | 2,002,812 | 2,002,812 | 3.67% |
| **BUDGET PASSED BY MAJORITY VOTE.** | | | | | | |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **450 DEPT. OF PUBLIC WORKS - WATER** | | | | | | |
| 51000-51990 Personal Services | 375,847 | 349,227 | 401,366 | 348,638 | 348,638 | |
| 52000-58990 Other Charges and Expenses | 836,165 | 900,930 | 1,004,475 | 1,097,150 | 1,097,150 | |
| DEPT. OF PUBLIC WORKS - WATER TOTAL | 1,212,012 | 1,250,157 | 1,405,841 | 1,445,788 | 1,445,788 | 2.84% |

## *500-599 HUMAN SERVICES*

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **510 ELECTED BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 450 | 450 | 450 | 450 | 450 | |
| ELECTED BOARD OF HEALTH TOTAL | 450 | 450 | 450 | 450 | 450 | 0.00% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **512 BOARD OF HEALTH** | | | | | | |
| 51000-51990 Personal Services | 95,195 | 91,971 | 94,214 | 97,574 | 97,574 | |
| 52000-58990 Other Charges and Expenses | 42,250 | 44,440 | 46,325 | 47,122 | 47,122 | |
| BOARD OF HEALTH TOTAL | 137,445 | 136,410 | 140,539 | 144,696 | 144,696 | 2.96% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **541 COUNCIL ON AGING** | | | | | | |
| 51000-51990 Personal Services | 188,656 | 193,820 | 199,658 | 216,216 | 216,216 | |
| 52000-58990 Other Charges and Expenses | 24,798 | 26,133 | 55,375 | 59,625 | 59,625 | |
| COUNCIL ON AGING TOTAL | 213,454 | 219,953 | 255,033 | 275,841 | 275,841 | 8.16% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Dec |
|---|---|---|---|---|---|---|
| **542 YOUTH COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 121,710 | 125,960 | 129,689 | 135,756 | 135,756 | |
| 52000-58990 Other Charges and Expenses | 7,320 | 9,306 | 10,265 | 10,750 | 10,750 | |
| YOUTH COMMISSION TOTAL | 129,030 | 135,266 | 139,954 | 146,506 | 146,506 | 4.68% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **543 VETERANS' SERVICES** | | | | | | |
| 51000-51990 Personal Services | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 52000-58990 Other Charges and Expenses | 40,388 | 38,106 | 44,025 | 41,025 | 41,025 | |
| VETERANS' SERVICES TOTAL | 50,388 | 48,106 | 54,025 | 51,025 | 51,025 | -5.55% |

## *600-699 CULTURE & RECREATION*

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **610 LIBRARY** | | | | | | |
| 51000-51990 Personal Services | 290,830 | 290,933 | 325,140 | 341,689 | 341,689 | |
| 52000-58990 Other Charges and Expenses | 113,494 | 100,802 | 90,807 | 98,578 | 98,578 | |
| LIBRARY TOTAL | 404,324 | 391,735 | 415,947 | 440,267 | 440,267 | 5.85 |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **630 RECREATION COMMISSION** | | | | | | |
| 51000-51990 Personal Services | 101,275 | 102,589 | 111,267 | 114,420 | 114,420 | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 0 | 9,900 | 0 | |
| RECREATION COMMISSION TOTAL | 101,275 | 102,589 | 111,267 | 124,320 | 114,420 | 2.83% |

**AMENDMENT MADE:** That the Town vote to reduce the Recreation Commission budget to a total of $114,420.

**AMENDMENT PASSED UNANIMOUSLY.**

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|---|
| **691 HISTORICAL COMMISSION** | | | | | | |
| 52000-58990 Other Charges and Expenses | 0 | 176 | 990 | 990 | 990 | |
| HISTORICAL COMMISSION TOTAL | 0 | 176 | 990 | 990 | 990 | 0.00% |

| BUDGET NAME | FY 2013 ACTUAL | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Perce Inc./Dec. |
|---|---|---|---|---|---|---|
| **692 MEMORIAL DAY** | | | | | | |
| 52000-58990 Other Charges and Expenses | 2,000 | 2,347 | 2,700 | 2,800 | 2,800 | |
| MEMORIAL DAY TOTAL | 2,000 | 2,347 | 2,700 | 2,800 | 2,800 | 3.70% |

## *700-799 DEBT SERVICE*

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **DEBT PRINCIPAL AND DEBT INTEREST** | | | | | | |
| 0100-710-59100 Principal General Fund | 3,044,036 | 2,941,894 | 2,882,887 | 2,843,106 | 2,843,106 | |
| 6161-710-59100 Principal Water Fund | 195,000 | 145,000 | 115,000 | 115,000 | 115,000 | |
| 0100-751-59150 Interest General Fund | 764,990 | 655,378 | 575,041 | 487,804 | 487,804 | |
| 6161-751-59150 Interest Water Fund | 41,056 | 35,066 | 31,714 | 46,258 | 46,258 | |
| DEBT PRINCIPAL AND DEBT INTEREST TOTAL | 4,045,082 | 3,777,338 | 3,604,642 | 3,492,168 | 3,492,168 | -3.12% |

## *900-999 UNCLASSIFIED*

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **910 EMPLOYEE BENEFITS** | | | | | | |
| 51700 Police/Fire Accident and Workers' Comp. | 141,051 | 155,878 | 163,632 | 183,726 | 183,726 | |
| 51710 Unemployment Payments | 21,335 | 25,634 | 40,000 | 35,000 | 35,000 | |
| 51720 Health Insurance | 3,805,175 | 3,795,252 | 3,787,340 | 3,886,322 | 3,886,322 | |
| 51730 Retirement Fund | 1,159,428 | 1,199,636 | 1,276,578 | 1,413,574 | 1,413,574 | |
| 51740 Life Insurance | 3,117 | 4,922 | 5,143 | 5,072 | 5,072 | |
| 51750 Flexible Spending Account | 0 | 5,521 | 3,865 | 6,685 | 6,685 | |
| 51770 Medicare | 280,374 | 284,210 | 290,777 | 306,524 | 306,524 | |
| 51780 Dental Insurance | 150,634 | 162,284 | 168,035 | 185,305 | 185,305 | |
| 51785 Medicare B Penalty | 16,550 | 15,488 | 16,000 | 16,000 | 16,000 | |
| 59660 Transfer to OPEB Trust | 0 | 0 | 0 | 250,000 | 250,000 | |
| EMPLOYEE BENEFITS TOTAL | 5,577,664 | 5,648,825 | 5,751,370 | 6,288,208 | 6,288,208 | 9.33% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **930 BUDGET CAPITAL** | | | | | | |
| 58000-58990 Capital Outlay | 0 | 0 | 557,900 | 487,864 | 487,864 | |
| *DPW Cab and Chassis w/Dump* | | | | *215,000* | *215,000* | |
| *DPW 10 Wheel Dump* | | | | *200,000* | *200,000* | |
| *Police Chief Vehicle* | | | | *34,424* | *34,424* | |
| *Facilities Replacement Van* | | | | *28,000* | *28,000* | |
| *Fire Boat* | | | | *9,000* | *9,000* | |
| *Police Tasers* | | | | *1,440* | *1,440* | |
| 52000-58990 Other Charges and Expenses | 0 | 0 | 557,900 | 487,864 | 487,864 | |
| BUDGET CAPITAL TOTAL | 0 | 0 | 557,900 | 487,864 | 487,864 | -12.55% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **941 LEGAL SETTLEMENT REGIONAL** | | | | | | |
| 57600 Court Judgments | 0 | 0 | 0 | 220,000 | 220,000 | |
| LEGAL SETTLEMENT REGIONAL TOTAL | 0 | 0 | 0 | 220,000 | 220,000 | 100.00% |

| **BUDGET NAME** | **FY 2013 ACTUAL** | **FY 2014 ACTUAL** | **FY 2015 BUDGET** | **FY 2016 REQUEST** | **BOS/ADV RECOMM** | **Percent Inc./Decr.** |
|---|---|---|---|---|---|---|
| **945 LIABILITY INSURANCE** | | | | | | |
| 52000-58990 Other Charges and Expenses | 200,729 | 199,304 | 211,232 | 225,117 | 225,117 | |
| LIABILITY INSURANCE TOTAL | 200,729 | 199,304 | 211,232 | 225,117 | 225,117 | 6.57% |

## *300-399 EDUCATION*

| BUDGET NAME | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **300 ELECTED SCHOOL COMMITTEE** | | | | | |
| 51000-51990 Personal Services | 500 | 500 | 500 | 500 | |
| ELECTED SCHOOL COMMITTEE TOTAL | 500 | 500 | 500 | 500 | 0.00% |

| BUDGET NAME | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Perc Inc./De |
|---|---|---|---|---|---|
| **301 SOUTHBOROUGH SCHOOLS** | | | | | |
| **REGULAR DAY PROGRAMS** | | | | | |
| Administration | 501,906 | 520,013 | 544,759 | 544,759 | |
| Instruction | 9,622,920 | 9,958,897 | 10,048,391 | 10,048,391 | |
| Other Student Services | 707,652 | 741,835 | 791,886 | 791,886 | |
| Operation and Maintenance Buildings | 1,558,760 | 1,635,975 | 1,671,349 | 1,671,349 | |
| Fixed Charges | 699 | 4,100 | 4,100 | 4,100 | |
| REGULAR DAY PROGRAMS TOTAL | 12,391,937 | 12,860,820 | 13,060,485 | 13,060,485 | |
| **SPECIAL EDUCATION PROGRAMS - CHAPTER 766** | | | | | |
| Instruction | 3,873,395 | 3,962,171 | 4,144,259 | 4,144,259 | |
| Other Student Services | 592,242 | 545,000 | 507,000 | 507,000 | |
| Operation and Maintenance Buildings | 10,837 | 9,000 | 9,000 | 9,000 | |
| Programs, Other Systems in Massachusetts | 645,156 | 681,863 | 949,506 | 949,506 | |
| Programs, Member of Collaborative | 150,779 | 211,750 | 238,750 | 238,750 | |
| SPECIAL EDUCATION - CHAPTER 766 TOTAL | 5,272,409 | 5,409,784 | 5,848,515 | 5,848,515 | |
| **GRAND TOTAL OPERATING BUDGET** | **17,664,346** | **18,270,604** | **18,909,000** | **18,909,000** | 3.49% |

| BUDGET NAME | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Perc Inc./Decr. |
|---|---|---|---|---|---|
| **302 ALGONQUIN REGIONAL HIGH SCHOOL** | | | | | |
| - | | | | | |
| **REGULAR DAY PROGRAMS** | | | | | |
| Administration | 569,392 | 569,074 | 597,817 | 597,817 | |
| Instruction | 9,440,714 | 9,997,631 | 10,092,921 | 10,092,921 | |
| Other Student Services | 1,682,624 | 1,727,195 | 1,822,584 | 1,822,584 | |
| Operation and Maintenance Buildings | 1,753,171 | 1,710,896 | 1,812,514 | 1,812,514 | |
| Fixed Charges | 2,914,235 | 3,163,845 | 3,286,523 | 3,286,523 | |
| New Equipment | 114,284 | 200,000 | 121,610 | 121,610 | |
| Tuition, Other Public Schools | 355,986 | 290,000 | 290,000 | 290,000 | |
| REGULAR DAY PROGRAMS TOTAL | 16,830,406 | 17,658,641 | 18,023,969 | 18,023,969 | |
| **SPECIAL EDUCATION PROGRAMS - CHAPTER 766** | | | | | |
| Instruction | 1,509,168 | 1,722,447 | 1,952,885 | 1,952,885 | |
| Other Student Services | 14,125 | 18,400 | 18,400 | 18,400 | |
| Operation and Maintenance Buildings | 2,232 | 2,000 | 2,000 | 2,000 | |
| Programs, Other Systems in Massachusetts | 506,114 | 632,278 | 650,848 | 650,848 | |
| Programs, Member of Collaborative | 32,850 | 52,422 | 49,258 | 49,258 | |
| SPECIAL EDUCATION - CHAPTER 766 TOTAL | 2,064,489 | 2,427,547 | 2,673,391 | 2,673,391 | |
| **GRAND TOTAL OPERATING BUDGET** | **18,894,895** | **20,086,188** | **20,697,360** | **20,697,360** | 3.04% |

| | NON EXEMPT | EXEMPT | TOTAL | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **FY 2016 SOUTHBOROUGH ASSESSMENT** | **7,064,784** | **479,701** | **7,544,485** | **7,544,485** | 4.02% |

| BUDGET NAME | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **304 ASSABET VALLEY REGIONAL TECHNICAL HIGH SCHOOL** | | | | | |
| Southboro Operating Assessment | 250,051 | 278,034 | 203,716 | 203,716 | |
| Renovation Project - Capital Assessment | 276 | 3,033 | 3,967 | 3,967 | |
| SOUTHBORO ASSESSMENT | 250,327 | 281,067 | 207,683 | 207,683 | -26.11% |

| BUDGET NAME | FY 2014 ACTUAL | FY 2015 BUDGET | FY 2016 REQUEST | BOS/ADV RECOMM | Percent Inc./Decr. |
|---|---|---|---|---|---|
| **305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL** | | | | | |
| Tuition/Transportation Assessment | 0 | 0 | 43,600 | 43,600 | |
| NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL | 0 | 0 | 43,600 | 43,600 | 100.00% |

That the Town vote to raise a sum of money not to exceed the sum of **$48,562,036** as may be necessary for the Town's use, and make appropriations of the same.

| | |
|---|---|
| Transfer from the Cemetery Perpetual care | 15,000 |
| Transfer from Free Cash | 1,592,138 |
| Transfer from Overlay Reserve | 296,246 |
| Transfer from Ambulance Fund, Receipts Reserved (Fund 23) | 209,000 |
| Transfer from Aerial Ladder Donation Fund | 32,000 |
| Transfer from Septic Betterment Fund | 62,888 |
| Transfer from Premium Reserve | 136 |
| Transfer from Reserve SBAB Fund Balance | 15,737 |
| Transfer from Water Reserve | 65,000 |

AND that the Balance of **$46,273,891** be raised and appropriated.

**MAIN MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 10:*** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

| | DESCRIPTION | REQUEST | LEVY | WATER AND OTHER FUNDS |
|---|---|---|---|---|
| A. | DVR Police Department Surveillance | $3,300 | $3,300 | |
| B. | DPW Large Truck and equipment bodywork | $10,000 | $10,000 | |
| C. | DPW Road Maintenance | $250,000 | $250,000 | |
| D. | Facilities New Roof Engineering for Fire Department | $20,000 | $20,000 | |
| E. | Town Hall Offices Document Scanning Software | $8,350 | $8,350 | |
| F. | DPW Utility Service Diesel | $54,000 | | $54,000 |
| G. | DPW Hosmer Pump Station Roof | $30,000 | | $30,000 |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support Items A-G.**
**Advisory Committee Recommendation: Support Items A-G.**
**Summary:**
*A. The new DVR will replace the current model which is over three years old and holds approximately two weeks of memory. The new model with 9 TB will hold approximately nine months of data.*
*B. This funding allows for miscellaneous work on the DPW fleet of large trucks. Work includes paint repair, stripping of vehicle paint, and other work normally associated with repairs to the vehicle exterior due to operational wear and tear.*
*C. This is the annual request for road maintenance in conjunction with Chapter 90 funding. The amount is slightly less than in past years, as we received more Chapter 90 money in FY15 than anticipated.*

*D. This article will provide the funds needed to hire engineering services for the design phase of a new roof at the Fire Station.*
*E. Scanning software for the Accounting, Treasurer, Assessor, Conservation, and other Departments as possible. Utilizes current technology that will replace the obsolete software. Will allow for searchable databases of documents with ability to e-mail and share cross Department where appropriate.*
*F. This is replacing a utility service truck in the Water Division. The existing truck will be repurposed to the Grounds Division.*
*G. This money is to replace the original flat roof at the Hosmer Station.*

**MOTION MADE:** That the Town vote to raise and appropriate:

$3,300 for Police Department DVR surveillance equipment;
$10,000 for Public Works large truck and equipment body work;
$250,000 for maintenance of Town roads;
$20,000 for new roof engineering for the Fire Department;
$8,350 for Town Hall Offices document scanning software;

And to transfer from Receipts Reserve Water Fund:
$54,000 for a utility service diesel for the Water Department;
And $30,000 for the Hosmer Pump Station roof.

**MOTION PASSED BY MAJORITY VOTE.**

| # | ITEM | TOTAL | Recommend | Recommend |
|---|---|---|---|---|
| | | | **ADVISORY** | **SELECTMEN** |
| A. | Police Dept. – DVR Surveillance | **$3,300** | Recommend | Recommend |
| B. | Large truck body work – DPW | **$10,000** | Recommend | Recommend |
| C. | DPW roads | **$250,000** | Recommend | Recommend |
| D. | Fire – Engineering for new roof | **$20,000** | Recommend | Recommend |
| E. | Town Hall Doc Scanning | **$8,350** | Recommend | Recommend |
| F. | Utility Service Diesel – Water | **$54,000** | Recommend | Recommend |
| G. | Hosmer Pump Station – Water | **$30,000** | Recommend | Recommend |

***ARTICLE 11:*** To see if the Town will vote to borrow a sum of money for General Government capital items for the following purposes:

| | DESCRIPTION | REQUEST | LEVY | WATER AND OTHER FUNDS |
|---|---|---|---|---|
| A. | Fire Department Replacement of Engine 23 | $550,000 | | $550,000 |

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:**
*A. The Fire Department is looking to replace a 2000 Pumper Truck as outlined in the Capital plan. The vehicle being replaced currently serves a dual purpose as 1) a pumper truck for structural firefighting and 2) as a rescue truck which carries the Jaws of Life extrication tools and other specialized rescue equipment.*

**MOTION MADE:** That the Town vote to raise by borrowing:

- $550,000 for Fire Department replacement of Engine 23, which shall be repaid, in the first instance, by the Ambulance Fund, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town's full faith and credit in accordance with the Massachusetts General Law.

| # | ITEM | TOTAL | Recommend | Recommend |
|---|---|---|---|---|
| | | | **ADVISORY** | **SELECTMEN** |
| A. | Fire replacement of Engine 23 | **$550,000** | Recommend | Recommend |

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 12:* To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of $89,038 to be deposited in the Stabilization Fund to be held and administered in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5B, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *The article identifies the level of capital funding that would be needed to equate to the average 10-year capital funding schedule (for FY16 this period is from FY06 thru FY15). The purpose is to have a level capital funding policy where funding flows to or from the stabilization fund based on tax levy capital needs. This will avoid and/or mitigate fluctuations in the demand for tax levy requested capital funding for the Town, per the Town's Capital Plan. Throughout the past 10 years, there have been several years (FY2007, 2010-12) during which stabilization funds have been utilized to fund capital requests, thereby reflecting a past practice use of this model.*

| | *Capital* | *Gen. Fund* | *Stab. Fund* |
|---|---|---|---|
| *FY06* | *$767,198* | *$767,198* | |
| *FY07* | *$930,589* | *$865,589* | *$65,000* |
| *FY08* | *$914,012* | *$914,012* | |
| *FY09* | *$666,333* | *$666,333* | |
| *FY10* | *$1,424,308* | *$992,913* | *$431,395* |
| *FY11* | *$484,152* | *$350,422* | *$133,730* |
| *FY12* | *$592,000* | *$492,000* | *$100,000* |
| *FY13* | *$766,000* | *$766,000* | |
| *FY14* | *$1,179,728* | *$1,179,728* | |
| *FY15* | *$871,200* | *$871,200* | |
| ***10YR Avg.*** | ***$859,552*** | | |
| ***FY16 Proposed*** | ***$770,514*** | ***$770,514*** | |

**MOTION MADE:** That the Town vote to transfer the amount of $89,038 into the Stabilization Fund, to be designated for future capital expenditures according to the Town's Capital Plan.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 13:* To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize and/or reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of $4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of $40,000.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article which provides for revolving funds must be approved annually and will cover the costs of the programs as described above. There are no new revolving funds being proposed for FY16.*

**MOTION MADE:** That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to authorize and/or re-authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of $12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of $100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of $50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of $30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of $75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of $6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of $1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of $342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of $4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of $40,000.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 14*: To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of $80,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget and Advisory Committees as requested, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**MOTION MADE:** That the Town vote to raise and appropriate $80,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Capital Budget Planning and Advisory Committees.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 15:* To see if the Town will vote to raise and appropriate or transfer from available funds the sum of $50,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article allows town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises. The 2008 article voted for the same purpose has been depleted.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $50,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, with the approval of the Board of Selectmen.

**MOTION PASSED UNANIMOUSLY.**

*ARTICLE 16*: To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of $47,842 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**MOTION MADE:** That the Town vote to raise and appropriate the sum of $47,842 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** To advance Article 34.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 34:*** To see if the Town of Southborough will vote to enact a bylaw the text of which is substantially as follows 'All public information, defined as information that is non-exempt under the Massachusetts Public Records Law or is public pursuant to the Massachusetts Open Meeting law, that is sent in written form to, from, or between, members of Town Committees or Boards shall be promptly be made available to the public via the Internet, by creating an electronic online copy or similar means. It shall be made available in such manner as to permit indexing by, and public searching via, Internet search providers and any other means convenient to the public as the Town may choose to provide. Such online information shall be deleted not sooner than three years after the original information has been deleted or destroyed. "Promptly" as used in this bylaw shall mean not later than the amount of time after which such information would be otherwise copied for backup purposes, or 7 days, whichever is less. The requirements of this bylaw shall be effective July 1, 2016 and are subject to appropriation by Town Meetings.' And, to see if the Town will appropriate a sum of money for the purpose of planning and commencing implementation of systems for automated compliance with this bylaw, or do or act anything in relation thereto.

**Proposed by: JOHN B. BUTLER, JR.**
**Board of Selectmen Recommendation: Not support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article was submitted as a citizen's petition.*

**MOTION MADE:** That the Town vote to enact as Chapter 3 Section 12 of the Town bylaw the following: "All public information, defined as information that is non-exempt under the Massachusetts Public Records Law or is public pursuant to the Massachusetts Open Meeting law, that is sent in written form to, from, or between, members of Town Committees or Boards shall be promptly made available to the public via the Internet, by creating an electronic online copy or similar means. It shall be available in such manner as to permit indexing by, and public searching via, Internet search providers and any other means convenient to the public as the Town may choose to provide. Such online information may be deleted not sooner than three years after the original information has been deleted or destroyed. "Promptly" as used in this bylaw shall mean not later than the amount of time after which such information would be otherwise copied for backup purposes, or 7 days, whichever is less. The requirements of this bylaw shall be effective July 1, 2016 and are subject to appropriation by Town Meeting." and that that the Town raise and appropriate the sum of $2500 for the purpose of planning and commencing implementation of systems for automated compliance with this bylaw."

**MOTION MADE TO MOVE THE QUESTION PASSED BY MAJOITY VOTE.**

**MAIN MOTION DEFEATED.**

**At 11:02PM a motion was made to adjourn the Annual Town Meeting until Tuesday, April 14, 2015 at 7:30PM**

**MOTION PASSED UNANIMOUSLY.**

True Copy
Attest:

Michelle A. Jenkins, Temporary Town Clerk

TOWN OF SOUTHBOROUGH
Adjourned Annual Town Meeting
April 14, 2015

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday, April 14, 2015 at 7:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 169 voters were present.

**Checkers:**

**Alice B. Gaffney**
**Linda C. Hubley**
**Delia A. Mulvaney**
**Sally Watters**
**Karen A. White**
**Jean Wood**

The following Tellers were appointed by Moderator David A. Coombs and sworn-in by Temporary Town Clerk, Michelle A. Jenkins:

**Tellers:**

| | |
|---|---|
| **Susan G. Baust** | **28 Latisquama Road** |
| **Francine V. Flynn** | **48 Wildwood Drive** |
| **Doriann M. Jasinski** | **33 Presidential Drive** |
| **Barbara A. Murphy** | **202 Cordaville Road** |
| **George M. Pedersen, Jr.** | **11 Strawberry Hill Road** |
| **Paul O. Smith** | **55 School Street** |

**The Town Moderator, David A. Coombs, called the meeting to order at 7:41PM.**

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

The Town Moderator noted the receipt of the return of the posting of the Warrant for ARTICLES 17-33 for the Adjourned Annual Town Meeting by the Constable.

The Town Moderator had requests from the following non-voters to attend the Annual Town Meeting. There being no objections from the floor, it was voted to allow the following non-voters to remain:

**Brian P. Ballantine, Finance Director**
**Jennifer L. Burney, Town Planner**
**Trevor Lucas Dillman, Southborough Access Media**
**Ryan Donovan, Library Director**
**Karen M. Galligan, Superintendent of Public Works**
**Vanessa D. Hale, Assistant Town Administrator**
**Michelle A. Jenkins, Temporary Town Clerk**
**Christine M. Johnson, Superintendent of Schools**
**Heidi Kriger, Town Accountant**
**Joseph C. Mauro, Jr., Fire Chief**
**Terry Newman, Southborough Access Media**
**John Parent, Facilities Manager**
**Kenneth M. Paulhus, Chief of Police**
**Jonathan Phelps, Metrowest Daily News**
**Mark J. Purple, Town Administrator**
**Mark S. Robidoux, Inspector of Buildings**

***ARTICLE 17:*** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2016 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the Mass. General Laws, as follows:

| | |
|---|---|
| Estimated Surcharge Receipts (based on Town Treasurer's projections): | $299,022.00 |
| FY16 State Match (projected State match) | $58,346.00 |
| Total Projected Revenue | **$357,368.00** |

**Set Aside- Open Space**

$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

$35,736.00 to be set aside, held in the Community Preservation Fund, and spent in FY2016 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

$17,868.00 to defray the administrative and operating expenses of the Community Preservation Committee in FY2016 for the Community Preservation Fund (discretionary)

**Set Aside – Budgeted Reserve/Discretionary**

Reserved for FY16 CPF (Undesignated Budgeted Reserve) $232,292.00

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *These set asides are an annual requirement under the Community Preservation Act.*

**MOTION MADE:** That the Town vote to accept the report of the Community Preservation Committee for the FY 2016 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 18:*** To see if the Town will vote to appropriate $196,100.00 ($35,736.00 from the Open Space Reserve Fund, and $160,364 from the CPA General Unreserved/Fund Balance), to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *This article is the Community Preservation Fund's portion of the annual payment of the bond funding for the preservation of Chestnut Hill Farm.*

**MOTION MADE:** That the Town vote to appropriate $35,736.00 from the CPA Open Space Reserve Fund and $160,364 from the CPA General Unreserved/Fund Balance, to be applied to the Chestnut Hill Bond for the purpose of open space. Said funds to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

**MOTION MADE:** That the Town reconsider Article 34.

Requires a 2/3 vote.

**MOTION DEFEATED.**

***ARTICLE 19:*** To see if the Town will vote to appropriate $62,000.00 from the CPA General Unreserved Fund Balance to fund the Tennis Court Restoration Project for the purpose of recreation as requested by the Southborough Recreation Department. Said funds to be expended under the direction of the Community Preservation Committee; or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *The funds will be used to restore the tennis court surfaces at the courts located near the Finn and Neary School grounds. These facilities are widely used by the schools, by the Recreation Department for programs, and by residents. The courts have deteriorated to the point where it affects their ability to be used properly and safely.*

**MOTION MADE:** That the Town vote to appropriate $62,000.00 from the CPA General Unreserved Fund to fund the Tennis Court Restoration Project. Said funds are to be expended under the direction of the Community Preservation Committee.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 20:*** To see if the Town will vote to transfer the sum of $50,000.00, of which $33,561.76 will transfer to the Historical Reserve Fund and $16,438.24 will transfer to the CPA General Unreserved Fund for the Stony Brook Museum, Article 23, ATM 4-13-10.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will return previously allocated funds to their originating accounts for a project that was never initiated.*

**MOTION MADE:** That the Town vote to transfer the sum of $50,000.00, of which $33,561.76 will transfer to the Historical Reserve Fund and $16,438.24 will transfer to the CPA General Unreserved Fund for the Stony Brook Museum, Article 23, ATM 4-13-10.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 21:*** To see if the Town will vote to transfer the sum of $6,000.00 to the CPA General Unreserved Fund for the Recreation Field Assessment Project Article 24, ATM 4-14-09.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will return previously allocated funds to their originating accounts for a project that was never initiated.*

**MOTION MADE:** That the Town vote to transfer the sum of $6,000.00 to the CPA General Unreserved Fund for the Recreation Field Assessment Project Article 24, ATM 4-14-09.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 22:*** To see if the Town will vote to transfer the sum of $12,000.00 to the CPA General Unreserved Fund for the hiring of a Curator/Consultant by the Southborough Historical Society, Article 22, ATM 4-14-09.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This article will return previously allocated funds to their originating accounts for a project that was never initiated.*

**MOTION MADE:** That the Town vote to transfer the sum of $12,000.00 to the CPA General Unreserved Fund for the hiring of a Curator/Consultant by the Southborough Historical Society, Article 22, ATM 4-14-09.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 23:*** To see if the Town will vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new article as follows:

Article VI Boards, Committees and Commissions

§ 9-23 **Residency requirement for voting members of appointed governmental bodies.**

No person shall serve as a voting member of any appointed board, committee, or commission or other appointed governmental body of the Town of Southborough who is not a resident thereof. Nonvoting members, if any, shall not be considered in determining the presence of a quorum.

§ 9-24 **Qualification of elected and appointed officials.**

All elected and appointed officials shall be qualified by the Town Clerk within 15 days of their election except where a different period is specified in the General Laws. If an appointed official is not qualified in this period his/her appointment shall terminate and the appointing authority shall be so notified by the Town Clerk.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would regulate the requirements of those to serve on Town matters and also to make certain that elected and appointed officials follow the proper procedures prior to voting on matters of the Town.*

**MOTION MADE:** That the Town vote to amend Chapter 9 of the Code of the Town of Southborough by inserting a new "Article VI, Boards, Committees and Commissions" as printed in the warrant.

**MOTION PASSED BY MAJORITY VOTE.**

**Approved by the Attorney General on June 15, 2015.**

***ARTICLE 24:*** To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough, Massachusetts, by adding the following text:

In section 174-11C(1), add a new subsection (j)

(j) POLITICAL SIGN – A sign designed to influence the action of voters for the passage or defeat of a measure, or the election of a candidate to a public office at a national, state or other local election.

1. Such signs are permitted in all districts without a permit if they are stationary, unlighted and temporary.
2. Such signs shall be displayed no earlier than forty-five (45) days prior to the voting day and shall be removed within seventy-two (72) hours following the voting day.
3. Such signs may not exceed four (4) square feet in area.
4. A maximum of two (2) signs per lot per cause is allowed.
5. Such signs may be posted on Private Property only with permission of the property owner.
6. No political signs are allowed on Public Property or telephone poles.

, or do or act anything in relation thereto.

**Proposed by: TOWN CLERK**
**Board of Selectmen Recommendation: Not Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would regulate how long and where political signs can be placed around Town.*

**MOTION MADE:** That the Town vote to indefinitely postpone this article.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 25:*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or do or act anything in relation thereto.

AN ACT DIRECTING THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO LEASE A CERTAIN PARCEL OF LAND IN THE TOWN OF SOUTHBOROUGH.

*Be in enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding sections 32 to 37, inclusive, of chapter 7C of the General Laws or any other general or special law to the contrary, the commissioner of capital asset management and maintenance, consultation with the commissioner of conservation and recreation, shall lease a certain parcel of land and any improvements thereon, which is currently under the control of the department of conservation and recreation, to the town of Southborough for a period of not less than 15 years, for its continued use as a multipurpose recreational field by the town. The parcel, being a portion of the property identified in the deed to the Commonwealth recorded at the Worcester county registry of deeds in book 1495, page 245, generally located northeast of Marlboro road on the easterly side of Acre Bridge road, and commonly known as the 9/11 Memorial Field. The exact boundaries of the property to be leased shall be determined by the commissioner of capital asset management and maintenance, in consultation with the commissioner of conservation and recreation, after completion of a survey. The lease agreement authorized by this section shall be subject to such terms and conditions as the commissioner of capital asset management and maintenance may prescribe, in consultation with the commissioner of conservation and recreation.

SECTION 2. If for any reason the properly leased as described in section 1 ceases to be used solely as a multipurpose recreational field, the commissioner of capital asset management and maintenance, in consultation with the commissioner of conservation and recreation, shall terminate the lease. If the lease is terminated, the property shall revert to the Commonwealth under the care and control of the department of conservation and recreation.

SECTION 3. Notwithstanding any general or special law to the contrary, the lease agreement authorized by section 1 shall provide for the town of Southborough to manage, operate, improve, repair and maintain the leased property and any improvements thereon for the term of the lease, and shall also provide for continuing public access to the property described in section 1; provided, however, that all management, operation, improvements, repairs, maintenance and public access shall be under conditions acceptable to the commissioner of conservation and recreation.

SECTION 4. The lease agreement authorized by section 1 may provide that the town of Southborough and its agents, tenants or contractors agree to hold the Commonwealth and its agents and employees harmless from and against all claims, actions, damages or costs claimed for injuries or damages to persons or property arising out of, or in any way relating to, the lease so authorized, and agree to indemnify and defend the commonwealth and its agents and employees from and against any and all such claims, actions, damages or costs.

SECTION 5. The town of Southborough shall be responsible for the costs and expenses related to the lease agreement authorized by section 1, including, but not limited to, costs associated with any engineering, surveys, appraisals and lease preparation as such costs may reasonably be determined by the commissioner of capital asset management and maintenance.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
**Summary:** *This home-rule petition would improve upon the current permit that the Town has under the Dept. of Conservation and Recreation (DCR) for the use of 9-11 Field. It would increase the term of the agreement with DCR from five years to fifteen years. Approval of this article by Town Meeting, and the State Legislature, would allow the Town to be able to fund a bond for new field turf entirely out of fees generated from the use of 9-11 Field.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law,

AN ACT DIRECTING THE DIVISION OF CAPITAL ASSET MANAGEMENT AND MAINTENANCE TO LEASE A CERTAIN PARCEL OF LAND IN THE TOWN OF SOUTHBOROUGH, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**Presentation made by Jesse T. Stein, Planning Board Member.**

***ARTICLE 26:*** To see if the Town will vote to amend the Code of the Town of Southborough, by inserting a new Chapter 144 (**Chapter 174, section 13.6 scriveners' error**) "Commercial large-scale ground-mounted solar energy systems", to read as follows:

A. Purpose and Intent

(1) The purpose of this bylaw is to provide a permitting process and standards for the creation of new commercial solar energy systems by providing standards for the placement, design, construction, operation, monitoring, modification and removal of such installations to address public safety and minimize impacts on residential neighborhoods and scenic, natural and historic resources.

(2) The provisions set forth in this section shall apply to the construction, operation, repair and/or decommissioning of a commercial solar energy system that is structurally mounted on the ground and has a minimum nameplate capacity of 250 kW.

B. Applicability

(1) Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity shall be erected or installed in compliance with the provisions of this section and other applicable sections of the Zoning Bylaw, as well as local, state and federal law and regulations. Such use shall not create a nuisance which is discernible from other properties by virtue of noise, vibration, smoke, dust, odors, heat, glare and radiation, unsightliness or other nuisances as determined by the Special Permit and Site Plan Review Granting Authority. The Special Permit and Site Plan approval granting authority is the Planning Board.

(2) Commercial large-scale ground-mounted solar energy systems with 250 kW or larger of rated nameplate capacity is only allowed in the Industrial and Industrial Park Districts and shall undergo Special Permit and Site Plan review by the Planning Board prior to construction, installation or modification as provided in this section.

(3) This section also pertains to physical modifications that materially alter the type, configuration or size of these installations or related equipment throughout the useful life of the system or where alterations may impact abutters.

C. General requirements

(1) Dimensional requirements. A commercial solar energy system shall comply with all requirements in the Schedule of Dimensional Regulations in Addendum #2 of the Zoning Code of the Town of Southborough.

(2) Structures and panels. All structures and panels and all associated equipment and fencing including the commercial solar energy system shall be subject to all applicable bylaws and regulations concerning the bulk and height of structures, lot area, setbacks, open space, parking and building.

(3) Visual impact. The visual impact of the commercial solar energy system including all accessory structures and appurtenances shall be minimized. All accessory structures and appurtenances shall be architecturally compatible with each other. Structures shall be shielded from view and/or joined and clustered if practical to avoid adverse visual impacts as deemed necessary by and in the sole opinion of the Planning Board. Methods such as the use of landscaping, natural features and opaque fencing shall be utilized.

(4) Compliance with laws, ordinances and regulations. The construction and operation of all commercial solar energy systems shall be consistent with all applicable local regulations and bylaws, as well as state and federal laws, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a commercial solar energy system shall be constructed in accordance with the State Building Code.

D. Design standards

(1) Lighting. Lighting of the commercial solar energy system, including all accessory structures and appurtenances, shall not be permitted unless required by the Planning Board, Special Permit and Site Plan approval decision or required by the State Building Code.

(2) Signs and advertising

a. Section 174.11 Sign regulations of the Code of the Town of Southborough shall not apply to this section. Signage for commercial solar energy systems shall be limited in size as determined by the Planning Board.

b. Commercial solar energy systems shall not be used for displaying any advertising except for reasonable identification of the owner or operator of the commercial solar energy system and emergency contact information.

(3) Utility connections. All utility connections from the commercial solar energy system shall be underground unless specifically permitted otherwise by a Special Permit and Site Plan approval decision. Electrical transformers, inverters, switchgear and metering equipment to enable utility interconnections may be above ground if required by the utility provider.

(4) Land clearing, soil erosion and habitat impacts. Clearing of natural vegetation and trees shall be limited to what is necessary for the construction, operation and maintenance of the commercial solar energy system or otherwise prescribed by applicable laws, regulations and bylaws or the Special Permit and Site Plan review decisions.

E. Modifications. All substantive material modifications to the commercial solar energy system made after issuance of the Special Permit and Site Plan approval decision shall require modification to the Special Permit and Site Plan approval decision.

F. Abandonment and removal.

(1) Abandonment. Absent notice of a proposed date of decommissioning or written notice of extenuating circumstances, the commercial solar energy system shall be considered abandoned when it fails to operate at 50% capacity for more than one year without the written consent of the Planning Board. If the owner or operator of the commercial solar energy system fails to remove the installation in accordance with the requirements of this section within 150 days of abandonment or the proposed date of decommissioning, the Town may enter the property and physically remove the installation.

(2) Removal requirements. Any commercial solar energy system which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal.

G. Before issuance of any building permits for the commercial solar energy system, such construction and installation shall be secured in accordance with this bylaw and/or any regulations adopted pursuant to the commercial solar energy system for this purpose.

H. Building Permit and Building Inspection
No commercial solar energy system shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

I. The Planning Board may adopt regulations to implement the purpose of this bylaw.

J. Permit Continuances. Special Permit and Site Plan approval decisions shall be valid for a twelve-month period unless renewed or extended by the Planning Board following an application made by the applicant.

K. When acting on a Special Permit application pursuant to this Article, the Planning Board shall conduct its review, hold a public hearing and file its decision with the Town Clerk as required by MGL c.40A Section 9.

L. Approval Criteria. In reviewing any application for a Special Permit pursuant to this Article, the Planning Board shall give due consideration to promoting the public health, safety, convenience and welfare; shall encourage the most appropriate use of land and shall permit no structure or use that is injurious, noxious, offensive or detrimental to its neighborhood.

, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article would establish a new bylaw to provide a permitting process and standards for the construction, operation, repair and/or decommissioning of a commercial solar energy system that has a minimum nameplate capacity of 250 kW.*

**MOTION MADE:** That the Town vote to amend the Code of the Town of Southborough, by inserting a new Chapter 174, section 13.6 "Commercial large-scale ground-mounted solar energy systems", as printed in the warrant.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

**Approved by the Attorney General on June 15, 2015.**

***ARTICLE 27:*** To see if the Town will vote to accept as a public way Metcalf Lane as shown on a plan entitled "Road Acceptance Plan of Land in Southborough, MA", prepared by Bruce Saluk & Associates, Inc., dated August 29, 2014 and revised February 10, 2015 and February 12, 2015, together with two highway rounding easements containing a total of 257 square feet, more or less, a drainage easement containing 26,648 square feet, more or less, all as shown on said plan, a copy of which is on file with the Board of Selectmen's office and the Town Clerk's office; or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Town to accept Metcalf Lane as a public way together with contiguous easements; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept as a public way Metcalf Lane as shown on a plan entitled "Road Acceptance Plan of Land in Southborough, MA", prepared by Bruce Saluk & Associates, Inc., dated August 29, 2014 and revised February 10, 2015 and February 12, 2015, together with two highway rounding easements containing a total of 257 square feet, more or less, a drainage easement containing 26,648 square feet, more or less, all as show on said plan, a copy of which is on file with the Board of Selectmen's office and the Town Clerk's office.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 28:*** To see if the Town will vote to accept as a public way Thayer Lane as shown on a plan entitled "Street Acceptance Plan of Thayer Lane Southborough, MA" prepared by Engineering Design Consultants, Inc., dated December 19, 2014. A copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office; or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This article will allow the Town to accept Thayer Lane as a public way; its construction and subsequent maintenance complies with the town's rules and regulations and as such may now be accepted as a permanent public way in the town.*

**MOTION MADE:** That the Town vote to accept as a public way Thayer Lane as shown on a plan entitled "Street Acceptance Plan of Thayer Lane Southborough, MA" prepared by Engineering Design Consultants, Inc., dated December 19, 2014. A copy of said plan is on file with the Board of Selectmen's office and the Town Clerk's office.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

**Presentation made by Michael Weishan, Historical Commission Member.**

***ARTICLE 29:*** To see if the Town will vote to amend the Code of the Town of Southborough, by inserting a new Chapter 63 entitled, "Demolition Delay," to read as follows:

## Chapter 63 DEMOLITION DELAY

Section 63-1. Intent and Purpose.
Section 63-2. Definitions.
Section 63-3. Procedure.
Section 63-4. Responsibility of Owners.
Section 63-5. Emergency Demolition.
Section 63-6. Demolition by Neglect.
Section 63-7. Enforcement and Remedies.
Section 63-8. Historic District Act.
Section 63-9. Additional Rules and Regulations.
Section 63-10. Severability.

### Section 63-1. Intent and Purpose.

This bylaw is enacted for the purpose of protecting and preserving significant buildings and structures within the Town of Southborough which constitute or reflect distinctive features of the architectural or historical resources of the Town, and to encourage owners of such buildings and structures to seek out alternative options to preserve, rehabilitate or restore such buildings rather than to demolish them, thereby promoting the public welfare and preserving the cultural heritage of the Town.

To achieve these purposes the Southborough Historical Commission is authorized to advise the Building Inspector with respect to the issuance of permits for the demolition of significant buildings. The issuance of demolition permits for significant buildings is regulated as provided by this bylaw.

### Section 63-2. Definitions.

BUILDINGS AND STRUCTURES – Any combination of materials forming a shelter for persons, animals, or property that constitute the historic built environment of the town.

DEMOLITION – Any act of pulling down, destroying, removing or razing a building or commencing the work of total or substantial exterior destruction with the intent of completing the same.

DEMOLITION BY NEGLECT
A process of ongoing damage to the features, viability and/or functionability of an unoccupied building leading towards and/or causing its eventual demolition due to decay and/or structural failure and/or severe degradation over a period of time as a result of a general lack of maintenance, and/or failure to secure the building from pests or vandals, and/or failure to take reasonable measures to prevent the ingress of water, snow, ice, and wind through the roof, walls, or apertures.

BUILDING INSPECTOR – The person occupying the office of Building Inspector or otherwise authorized to issue demolition permits.

COMMISSION – The Southborough Historical Commission.

DEMOLITION PERMIT – The permit issued by the Building Inspector for a demolition, substantial demolition or removal of a building, excluding a demolition permit issued solely for the demolition of the interior of a building.

HISTORICALLY OR ARCHITECTURALLY SIGNIFICANT BUILDING – Any building, in whole or in part, which was constructed prior to 1925 and is included in the Southborough Massachusetts Historical Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) on file with the Town Clerk's office.

PREFERENTIALLY PRESERVED – Any historically or architecturally significant building which the Commission determines is in the public interest to be preserved or rehabilitated rather than to be demolished.

### Section 63-3. Procedure.

A. No permit for the demolition of a Historically or Architecturally Significant Building shall be issued other than in conformity with the provisions of this bylaw, as well as in conformity with the provisions of other laws applicable to the demolition of buildings and the issuance of permits generally.

B. Application contents: Every application for a demolition permit for a Historically or Architecturally Significant Building shall be filed with the Building Inspector and shall contain the following information: (i) the address of the building to be demolished, (ii) the owner's name, address and telephone number, (iii) a brief description of the type of building and the condition requiring issuance of the permit; (iv) date of building as established by the Board of Assessors, deed or documentation verifying year of construction and (v) a brief description of the proposed reuse, reconstruction or replacement on the premises upon which the building is located.

C. Within seven (7) business days from receipt of an application for a demolition permit of a Historically or Architecturally Significant Building, the Building Inspector shall forward a copy to the Commission. No demolition permit shall be issued during this time.

D. Within ten (10) business days after receipt of the application for demolition permit by the Commission, the Commission shall make a Determination of Architectural and/or Historical Significance based upon the federal Secretary of the Interior's standards for historic buildings. Upon determination by the Commission that the building is not architecturally and/or historically significant, the Commission shall so notify the Building Inspector in writing. Upon receipt of such notification, or after the expiration of fifteen (15) business days from the date of submission to the Commission, if the Building Inspector has not received notification from the Commission, the Building inspector may issue the demolition permit.

E. Upon determination by the Commission that the building is historically and/or architecturally significant, the Building Inspector and applicant shall be so notified in writing, and a demolition permit shall not be issued. The Commission shall hold a public hearing within fifteen (15) business days of the Determination of Significance to determine whether the building should be preferentially preserved. Public notice of the time, place and purpose of the hearing shall be published by the Building Department at the expense of the applicant in a newspaper of general circulation in the Town not less than seven (7) days before the day of said hearing and shall be posted in a conspicuous place in the Town Hall for a period of not less than seven (7) days before the day of said hearing.

F. If after a public hearing the Commission determines that the significant building should not be preferentially preserved, the Commission shall notify the Building Inspector, in writing within five (5) business days of the hearing and the Building Inspector may issue a demolition permit upon receipt of the written decision.

G. If after a public hearing the Commission determines that the significant buildings should be preferentially preserved, the Commission shall so notify the Building Inspector in writing within five (5) business days of the hearing, and no demolition permit may be issued until nine (9) months after the date of the determination by the Commission.

H. Notwithstanding anything contained in paragraph G, the Building Inspector may issue a demolition permit for a preferably preserved building at any time after receipt of written advice from the Commission to the effect that either:

(i) The Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or
(ii) The Commission is satisfied that for at least nine (9) months the owner has made continuing, *bona fide* and reasonable efforts to locate a purchaser to preserve, rehabilitate or restore the subject building, and that such efforts have been unsuccessful.

Section 63-4. Responsibility of Owners.
It shall be the responsibility of the owner of record or his designee to assist in the facilitation of the above process by providing information, allowing access to the property and securing the premises; for participating in the investigation of preservation options and for actively cooperating in seeking alternatives with the Commission and any interested parties.

Section 63-5. Emergency Demolition
Nothing in this bylaw shall prohibit the Building Inspector from immediately ordering the demolition of any building in the event of imminent danger to the safety of the public pursuant to the applicable standards under State Building Code.

Section 63-6. Demolition by neglect.
A.
If the Building Inspector has reason to believe, through visual inspection or other means, that a significant building may be undergoing demolition by neglect, then the Building Inspector shall notify the Commission and the owner, and the Commission and the Building Inspector shall jointly hold a public hearing to i) confirm whether or not the building is a significant building and ii) determine whether or not it is undergoing demolition by neglect, which shall require the concurrence of the Commission. In furtherance of determining its condition, the Commission may, at any time, request an inspection of the building by the Building Inspector.
B.
If the Commission and the Building Inspector agree that the building is undergoing demolition by neglect, the Commission and the Building Inspector shall attempt to negotiate a voluntary agreement with the owner for appropriate and timely repairs sufficient to structurally stabilize the building and/or prevent further deterioration. The Building Inspector will report the result to the Commission.
C.
In the event that the Building Inspector determines that he is not able to negotiate such an agreement with the owner, for any reason, or that the owner has agreed to undertake but has failed to satisfactorily complete such repairs in a timely manner, then the Commission and the Building Inspector may take such action as is permitted, including seeking a court order that specific repairs be undertaken to secure the building against the elements, vandals and vermin, to halt further deterioration, and to stabilize it structurally. The Commission may forbear from commencing an action in court for any reason and will preferentially consider any claim of undue economic hardship by the owner.
D.
Upon completion of all repairs that have been agreed upon between the owner and the Commission and the Building Inspector or that have been ordered by the Commission and the Building Inspector, or that have been ordered by the court, and upon certification by the Building Inspector that said repairs have been completed, the Commission shall certify that the building is no longer undergoing demolition by neglect.
Section 63-7. Enforcement and Remedies.
The Building Inspector is specifically authorized to institute any and all actions and proceedings, in law or equity, as they may deem necessary and appropriate to obtain compliance with the requirements of this bylaw or to prevent a threatened violation thereof. No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of two (2) years after the date of the completion of such demolition. As used herein, “premises” refers to the parcel of land upon which the demolished significant building was located and all adjoining parcels of land under common ownership or control.

Section 63-8. Historic District Act.
Nothing in this bylaw shall be deemed to conflict with the provisions of the Historic District Act, Massachusetts General Laws Chapter 40C. If any of the provisions of this bylaw do so conflict, that act shall prevail.

Section 63-9 Additional Rules and Regulations
The Historical Commission is authorized to promulgate from time to time rules and regulations it deems necessary to administer the By-law that are not inconsistent with applicable state law.

Section 63-10. Severability
If any provision, section, paragraph sentence or word or other part of the By-law provisions, for any reason, is determined by a court of competent jurisdiction to be invalid, unenforceable or unconstitutional, then it is the intent of this By-law for Home Rule purposes that the remaining provisions continue in full force and effect.

, or do or act anything in relation thereto.

**Proposed by: HISTORICAL COMMISSION**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The demolition delay by-law proposed by the Historical Commission would create a mandatory 9-month period before structures built before 1925, or those deemed historically significant in the Historical Properties Survey (2000, with 2015 revisions), could be granted a demolition permit by the Southborough Building Inspector. During this period, the owner of the property would work with the Historical Commission through a series of public meetings to explore possibilities of adaptive reuse, restoration or removal to another location of the structure in question. If at any time during that period, the owner can demonstrate to the Commission's satisfaction that no other viable reuse for the structure can be found, the Historical Commission would instruct the Building Inspector to grant the permit for demolition. If after 9 months no other feasible means to preserve the structure have been found, the Building Inspector may issue a permit for demolition. This by-law delays, but does not prevent, demolition of historic structures in Southborough.*

**MOTION MADE:** That the Town vote to amend the Code of the Town of Southborough by inserting a new Chapter 63, entitled "Demolition Delay," as printed in the warrant.

**FIRST AMENDMENT MADE:** That the Town vote to amend the main motion, by striking 63-6(C) in its entirety and replace it with a new 63-6(C) In the event that the Building Inspector determines that he is not able to negotiate such an agreement with the owner, for any reason, or that the owner has agreed to undertake but has failed to satisfactorily complete such repairs in a timely manner, then the Building Inspector may take such action as is permitted, including seeking a court order that specific repairs be undertaken to secure the Building against the elements, vandals, and vermin, to halt further deterioration, and to stabilize it structurally. The Building Inspector may forbear from commencing an action in court for any reason and will preferentially consider any claim of undue economic hardship by the owner.

**FIRST AMENDMENT PASSED UNANIMOUSLY.**

**SECOND AMENDMENT MADE:** That the Town vote to amend the main motion by striking 63-6(D) in its entirety and replace it with a new 63-6(D) Upon completion of all repairs that have been agreed upon between the owner and the Building Inspector or that have been ordered by the Building Inspector, or that have been ordered by the court, and upon certification by the Building Inspector that said repairs have been completed, the Building Inspector shall certify that the Building is no longer undergoing demolition by neglect.

**SECOND AMENDMENT PASSED UNANIMOUSLY.**

**THIRD AMENDMENT MADE:** That the Town vote to amend Section 63-7 by striking "as used herein, "premises" refers to the parcel of land upon which the demolished significant building was located and all adjoining parcels of land under common ownership or control".

**THIRD AMENDMENT DEFEATED.**

**FOURTH AMENDMENT MADE:** That the Town vote to amend the main motion by adding a Section 63-11 Notification.

**Section 63-11 Notification**

1. The commission will notify each property owner listed on the Southborough Massachusetts Historical Properties Survey prepared by the Commission in 2000 (with revisions and updates in 2015) of any building, in whole or in part, which was constructed prior to 1925.

2. Notification - by certified mail within six (6) months of the effectiveness of the Demolition Delay by-law (Article 29 of the Annual Town Meeting on April,13, 2015). Such notification will include a copy of the approved by-law.

3. To the extent any properties are added to the Southborough Massachusetts Historical Properties Survey inventory, for reasons of the construction date (prior to 1925), Historical or Building significance, the Commission shall deliver notice thereof to each property owner effected thereby by certified mail within six (6) months of said property being added. Such notification will include a copy of the approved by-law.

4. A listing of all Significant Buildings identified by Southborough Massachusetts Historical Commission with updates shall be on file with the Town Clerk's Office.

**FOURTH AMENDMENT DEFEATED.**

**FIFTH AMENDMENT MADE:** That the Town delete all of Section 63-6 Demolition by Neglect in its entirety.

**FIFTH AMENDMENT DEFEATED.**

**MAIN MOTION WITH AMENDMENTS PASSED: 80 in favor, 54 opposed**

**Approved by the Attorney General on June 15, 2015.**

**Presentation made by Mark Murphy, Recreation Commission Member.**

***ARTICLE 30:*** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds a sum of money for the replacement of lights at Choate Field, or do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *The Recreation Commission recommends that the Choate Field lights are in need of immediate replacement as they are near the end of their life expectancy. The project will begin in the Summer of 2015. It is the intent of the Commission and Recreation Director to pursue other funding sources and in kind donations.*

**MOTION MADE:** That the Town vote to borrow the sum of $195,000 for the replacement of the lights at Choate Field, which shall be repaid, in the first instance, by fees generated from the use of the field, although any borrowing for this project shall, nevertheless, constitute a pledge of the Town's full faith and credit in accordance with the Massachusetts General Law.

Requires a 2/3 vote.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 31:*** To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the drainage system repair and re-grade, crown and repave Clifford Street between 28 and 18 Clifford Street.

, or do or act anything in relation thereto.

**Proposed by: MARNIE L. HOOLAHAN**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: At Town Meeting**
**Summary:** *This is a citizen's petition that seeks funding authorization to improve the "country road" drainage challenges between 28 and 18 Clifford Street by installing a formal drainage system and to crown and re-pave that section of Clifford Street. Since Clifford Street was paved in 2005 the neighbors at 28-18 Clifford Street have experienced new drainage run off damage and destruction; including loss of over 4 large 60' pine trees, rock garden, all top soil and a large sink hole in a basketball hoop area. The issue is that the street was not crowned appropriately and the water run-off and drainage system designed for the country road has not been adequate to handle the increased directional flow from the street and run off for the large wooded land mass situated between 26 and 20 Clifford. Due to one construction, the 4 acre land mass on the South side of Clifford has been denuded of ALL plant life and trees. The residents have increasing concern that this new 4 acre clearance will further devastate the country road drainage. Currently, the run-off water improperly drains in the land owned by 22 and 20 Clifford and into a manmade pond in the back of properties 26, 24 and 22 Clifford as well as down toward the Neary school path where children walk. The Article is a request to appropriate funds for DPW (or a professional drainage improvement and paving sub-contractor be hired) to repair the country road drainage system by replacing the underground drainage pipes and the subsequently repave and approximately crown the street to enhance the directional water flow away from the homes on Clifford and into the new drainage system.*

**MOTION MADE:** That the Town vote to indefinitely postpone this article.

**MOTION PASSED UNANIMOUSLY.**

***ARTICLE 32:*** To see if the Town of Southborough will vote to authorize the town to issue all citizens requesting access to the town's recycling bins, Goodwill, can and bottle bin and the swap shop. A special sticker allowing admittance to this section ONLY of the transfer station for the cost of $25.00 per year.

Any use of the transfer station compactor with out a transfer station compactor sticker will be subject to all rules, regulations and fine as printed in the violation and fines section of the town transfer station article III entitled "Transfer Station" violations and fines" of chapter 36 of the code of the town of Southborough.

(Access to the yard waste section is not included with this proposal.)

, or do or act anything in relation thereto.

**Proposed by: JACK BARRON**
**Board of Selectmen Recommendation: At Town Meeting**
**Advisory Committee Recommendation: Not Support**

**Summary:** *This is a citizen's petition seeking to bring fairness and equal access for all Southborough residents to the public sections at the transfer station property. Currently, the Town prevents a resident access to the swap shop and recycling sections without paying several hundred dollars for a special permit. Residents of apartments, condominiums and homes who use a private trash service are forced to buy a permit just to recycle. This is not fair or equitable for many taxpaying residents.*

**MOTION MADE:** That the Town of Southborough vote to authorize the town to issue all citizens requesting access to the town's recycling bins, Goodwill, can and bottle bin and the swap shop. A special sticker allowing admittance to this section ONLY of the transfer station for the cost of $25.00 per year.

Any use of the transfer station compactor without a transfer station compactor sticker will be subject to all rules, regulations and fine as printed in the violation and fines section of the town transfer station article III entitled "Transfer Station" violations and fines" of chapter 36 of the code of the town of Southborough.

**MOTION PASSED BY MAJORITY VOTE.**

***ARTICLE 33:*** To see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or to take any action relative thereto.

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

*Be in enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:*

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the Licensing Authority of the Town of Southborough may grant an additional License for the Sale of All Alcoholic Beverages not to be drunk on the premises pursuant to said Section 15 of Chapter 138, to Southborough Variety Corp. d/b/a Stony Brook Market, located at 162 Cordaville Road, Southborough, MA. The License shall be subject to all of the Provisions of said Chapter 138, except Section 17 thereof. Upon the issuance of the License authorized by this Act, Southborough Variety Corp. shall surrender to the Licensing Authority the License currently held for the Sale of Wine and Malts not to be drunk on the premises.

SECTION 2. The Licensing Authority shall not approve the transfer of the License to any other location, but it may grant the License to a new applicant at the same location if the applicant files with the Licensing Authority a letter from the State Department or Revenue, indicating that the License is in good standing with the Department, and that all applicable taxes have been paid.

SECTION 3. If the License under this Act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges, and restrictions pertaining thereto, to the Licensing Authority, which may then grant the License to a new applicant at the same location, under the same conditions as specified in the Act.

SECTION 4. This action shall take effect upon its passage.

**Proposed by: KONSTANTINOS E. & CHRISTO A. BALTAS**
**Board of Selectmen Recommendation: Support**
**Advisory Committee Recommendation: Support**
***Summary:*** *This is a citizen's petition seeking an All Alcohol Retail license for Stony Brook Market. Because the requested license exceeds the quota of licenses granted by the Commonwealth, the Legislature has to approve the license by Special Act should it be approved by Town Meeting.*

**MOTION MADE:** That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law,

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES, as printed in the warrant.

**MOTION PASSED UNANIMOUSLY.**

**At 10:41PM, it was unanimously voted to dissolve the ANNUAL TOWN MEETING.**

True Copy
Attest:

Michelle A. Jenkins, Temporary Town Clerk